MARYLAND JUDICIARY

GEARS

General Enterprise And Resource Support

# AP220-T Managing Travel Expenses

**Last Revised: June 2013**

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# AP220-T

## AP220-T Managing Travel Expenses

**Course Overview**
Employee travel reimbursements are created in the Payables module to submit employee travel related expenses.  Employees must be set up as vendors in GEARS in order to submit payment requests to the State of Maryland.

The *AP220-T Managing Travel Expenses* course discusses the process used to review employee vendor information and enter and manage travel related expenses in GEARS.

**Course Outline**
The following sections and lessons provide information and step-by-step instructions on submitting travel reimbursement in GEARS:

- Course Audiences and Prerequisites
- Lesson 1: Reviewing Vendor Information
- Lesson 2: Entering Vouchers
- Lesson 3: Managing Voucher Processing Errors
- Lesson 4: Reviewing Voucher Information
- Course Summary

## Course Audience and Prerequisites

**Audience(s)**
The Judiciary audiences for this course are:

- Circuit Court - Judge's Administrative Assistants

**GEARS Role(s)**
This course is intended for Judiciary employees with the following GEARS role(s):

- AP Field Analyst

**Prerequisites**
The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- AP100 Understanding GEARS Payables

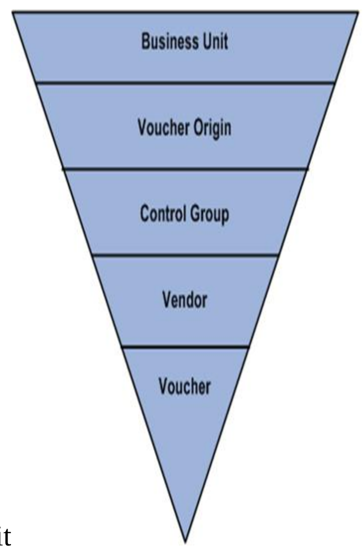
# Understanding Procure to Pay

**What is Procure to Pay?**
Procure to pay is the transactional relationship cycle between Procurement (PO) and Payables (AP). It provides control and visibility over the entire life-cycle of a transaction from the way an item is ordered to the way that final invoice is processed - providing full insight into cash-flow and financial commitments.

**How Does Accounts Payable Work Together with Purchasing?**
Accounts Payable and Purchasing work together seamlessly in various ways. They:

- generate vouchers for received goods and services
- perform 2-way or 3-way matching validation among receipts, purchase orders, and invoices
- and allow the user to view related documents and transactions across the entire procure-to-pay process chain

**How Does GEARS Manage All of the Data for these Transactions?**
As the two modules work together, you may wonder how the data is managed. GEARS utilizes Informational Hierarchies. The Informational Hierarchy consists of the following:




- Business Unit
- Voucher Origin
- Control Group
- Vendor
- Voucher

Each **Business Unit** acts as a separate area of control, representing an independent processing entity. For all Judiciary wide transactions, your business unit is **MDJUD**. The **Voucher Origin** is a designation to identify where the voucher data originated. The most commonly used origin is Online which is noted as **ONL**. This identifies that the vouchers was entered online and directly within the Accounts Payable module. The **Control Group** acts just as its name states. It allows control and management over an entire group rather than individual parts that make up the group. The **Vendor** is a company or it could be an individual, which supplies goods or services to another company (in this case the Judiciary). Finally, the **Voucher** is an electronic accounting document produced after receiving a vendor invoice. It represents an internal intent to make a payment to the vendor for goods and/or services for the amount due as noted on the invoice.

With respect to the vendor, all are contained within a centralized location called the **Vendor Master File**. It is a central, comprehensive data base file maintained by the Department of Systems and Fiscal Compliance (DBF) that contains information about vendors used to facilitate financial transactions between companies. The information includes Tax ID, payment terms, address, contacts, and payment or purchase transaction history.

There are several different voucher types that you may need to be able to recognize. They are:

- **Direct Voucher:** This is no source document.
- **Standard Receipt Voucher:** These are vouchers that require a match to an existing receipt.
- **Purchase Order (Express PO) Voucher:** These are vouchers that require a match to a local on-site procurement or corporate level purchase order.

There are steps to voucher processing worth noting. It assists with voucher dependencies and balancing functionality. The steps are to:

- Access the Voucher component.
- Search / Select an approved Vendor.
- Create vouchers online.
- View purchase order and receiver references. Be sure to associate receiver lines with voucher lines for matching.

**Matching**

With Accounts Payable and Purchasing working together it allows for 2-way and 3-way matching. This is important because it is an internal control within GEARS, and it ensures that you pay for only the goods and services that you order and receive. The following is a quick look at 3-way vs. 2-way matching.

| *Quick Reference* | **3-Way Matching vs. 2-Way Matching** |
|---|---|
| **3-Way Matching** | **2-Way Matching** |
| Matches:<br>• Purchase Order<br>• Receipt (Receiving Report)<br>• Vendor's / Supplier Invoice | Matches:<br>• Purchase Order<br>• Vendor's / Supplier Invoice |
| Commonly used for any goods or services that have been delivered or rendered and a receipt has been processed within the system. | Commonly used for non-item purchases for which there are no receipts that can be processed within the system. |
| • Office Supplies<br>• Furniture<br>• Computers | • Repair Services<br>• Rent / Lease Agreements<br>• Maintenance Contracts |

**What Happens to My Voucher**?

Here is the basic flow of vouchers in PeopleSoft Purchasing:

**Create** the voucher.

- *Use the online voucher pages.*

↓

Run the **Budget Checking** Process.

- *This process determines whether funds exist to cover the cost of the invoice.*

↓

Run the **Matching** Process.

- *This process determines whether the appropriate source documents and unit price match the details of the invoice.*
- *Matching and Budget checking is required prior to approval.*

↓

**Approve** the voucher.

- *The voucher can require approval by your internal supervisor.*

↓

DBF the **Reviews and Validates** the voucher.

↓

The voucher information and corresponding documentation are sent to **GAD** for final processing by the State of Maryland.

↓

GAD sends back the **Warrant/Payment** information within 5-30 days.

## The Structure of a Voucher

A voucher consists of (3) basic elements:

- **Header:** The Header contains high-level information about the transaction.
- **Line:** Line level information details the goods or services being purchased.
- **Distribution:** Distribution level information includes the budget and accounting details for the purchase.

## Budget Checking

You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers and voucher accounting lines in batch mode. The online version and the batch version of the Budget Processor process perform exactly the same tasks. Batch mode is recommended for efficiency, and it is required if you budget-check voucher accounting lines.

# Lesson 1: Reviewing Vendor Information

**Lesson Overview**
Though the Systems and Fiscal Compliance unit manages vendor information, local court and Judiciary department locations have inquiry access to vendor records including the ability to search and retrieve vendor information to manage their respective Procure-to- Pay transactions. Vendor Inquiry is done through the **Review Vendor** component.

In GEARS, vendor information includes the following:

- Vendor name(s)
- Tax identification Number (TIN)
- Status, vendor class, and other basic business information that tells you what kind of vendor you are entering
- 1099 status (whether a vendor is a 1099 vendor or not)
- Physical addresses for the vendor
- A vendor's mail code (remit-to address code)

**NOTES:**

- When a new vendor is created and saved, the system generates a 10-digit vendor ID. The vendor's TIN is also entered as a vendor identifier in the system.
- When searching for a vendor in the system, you can use any of the data elements entered on the vendor record including the vendor ID or the vendor's TIN.
- The vendor's TIN and mail code combination is stored in the **Short Vendor Name** field in the following format: 000000000-000. For example, the **Short Vendor Name** field may display 123456789-000

**Lesson Objectives**
After completing this lesson, you should be able to:

- Search for vendor and review the vendor's information

## 1.1 Searching for Vendors

Once vendors have been established and saved, you can search for the vendor record using the **Review Vendors** search page. Use the **Review Vendors** page to search by name, short vendor name (tax identification number), vendor status, and physical location (address, city, state, zip code), among other criteria.

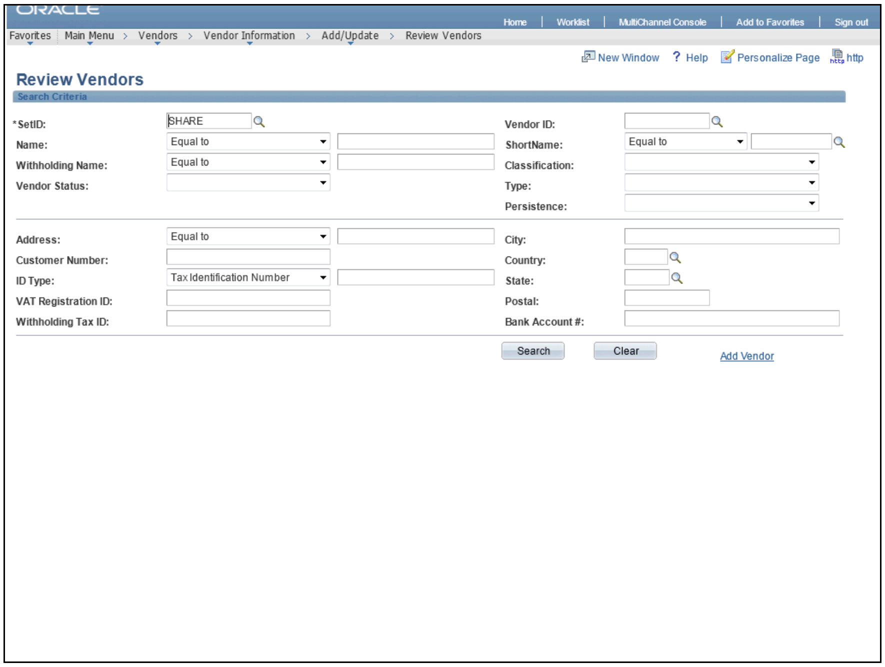
After completing this topic, you will be able to:

- Use the **Review Vendors** page to search for and review summary vendor information

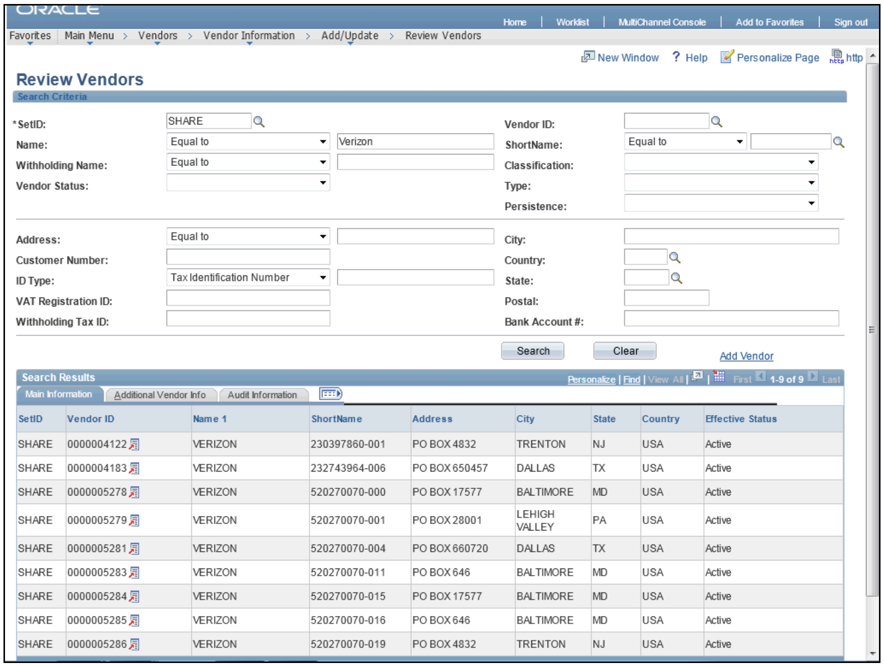
**Procedure**

In this topic, you will search for a vendor using the **Vendor Information - Review Vendors** page.

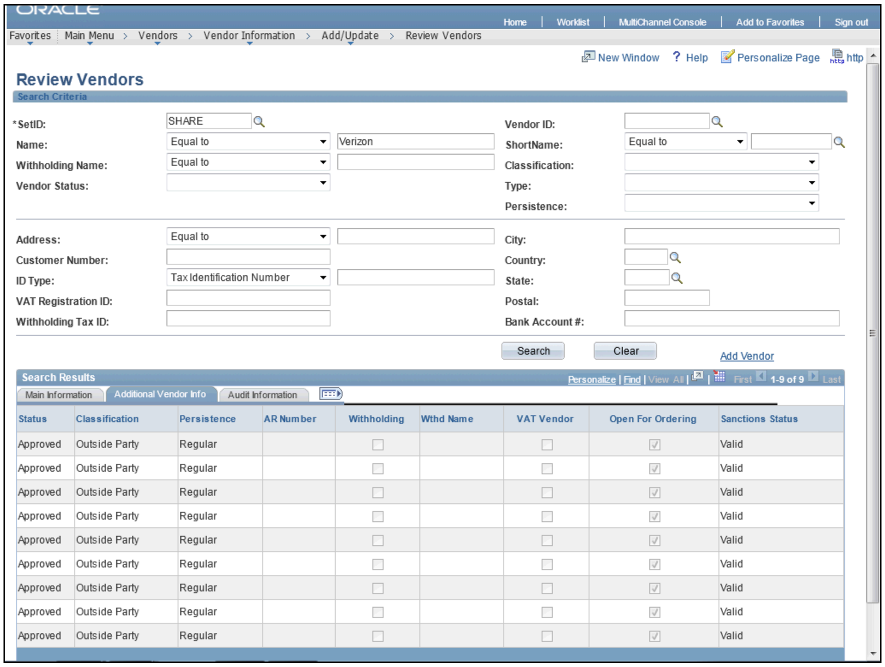
| Step | Action |
|---|---|
| 1. | Navigate to the **Review Vendors** search page.<br><br>Click the **Vendors** link.<br>▷ Vendors |
| 2. | Click the **Vendor Information** link.<br>Vendor Information |
| 3. | Click the **Add/Update** link.<br>Add/Update |
| 4. | Click the **Review Vendors** link.<br>Review Vendors |



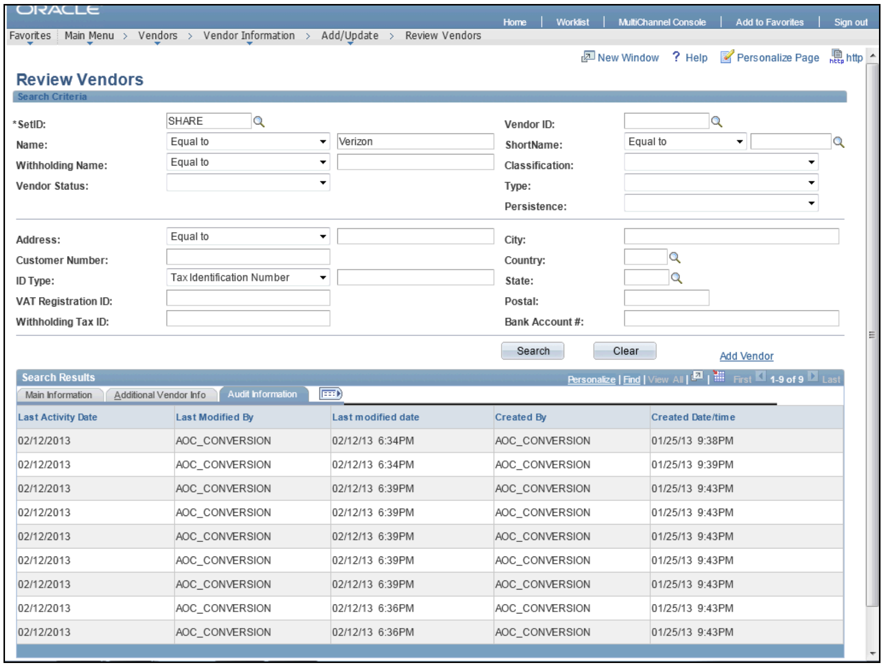

| Step | Action |
|---|---|
| 5. | The **Review Vendors** page displays.<br><br>The **Review Vendors** page is used to find and view summary vendor information and to access a vendor record to review and update, when needed. |
| 6. | To begin a search, use one or more of several search options to narrow your search. When you enter less criteria the system retrieves more vendor records.<br><br>In the top section, you may search by the following fields:<br>- Name<br>- Short (Vendor) Name (Tax Identification Number and Mail Code Combination)<br>- Vendor ID<br>- Vendor Status<br>- Vendor Type |
| 7. | Use other search options including vendor address components such as Address, City, State, and Zip Code. |
| 8. | Click the **Search** button.<br>  |



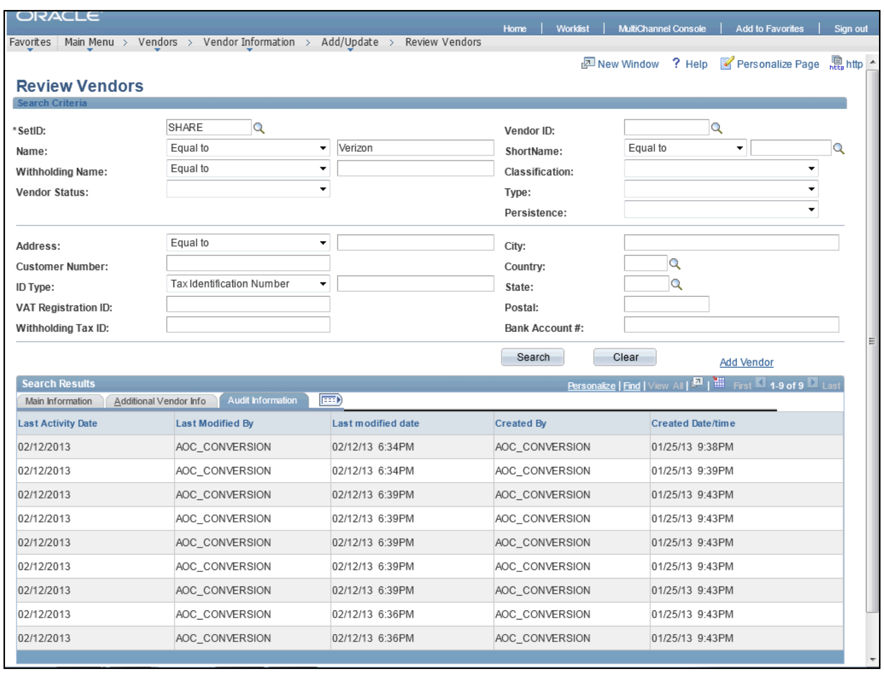

| Step | Action |
|---|---|
| 9. | The **Search Results** grid displays a list of vendors matching your search criteria.<br><br>The **Main Information** tab for the vendor(s) listed is also displayed. This tab provides basic vendor identifying information, including:<br>- Vendor ID<br>- Name 1 (legal name)<br>- Short (Vendor) Name (Vendor TIN and Mail Code combination)<br>- Address Information<br>- Effective Status (of the Address - Active or Inactive) |
| 10. | Click the **Additional Vendor Info** tab.<br> |




| Step | Action |
|---|---|
| 11. | The **Additional Vendor Info** tab displays.<br><br>The **Additional Vendor Info** tab includes the following information:<br>- Vendor's status (e.g., Approved, Denied, Unapproved (pending approval))<br>- Classification (type of vendor)<br>- Persistence (frequency of use, e.g., "Regular"),<br>- Open for Ordering status (when a vendor is approved and this flag is selected, a vendor can be used for transactions) |
| 12. | Click the **Audit Information** tab.<br> |




| Step | Action |
|---|---|
| 13. | The **Audit Information** tab displays vendor record activity, including the user ID of who created and last modified the record and when. |



| Step | Action |
|---|---|
| 14. | To start a new search, use the **Clear** button to erase your current search criteria.<br><br>Then enter new search criteria, as desired. |
| 15. | You have successfully completed the *Searching for Vendors* topic.<br><br>You have learned how to:<br>- Search for a vendor using the **Review Vendor** page<br>- Review vendor information<br>**End of Procedure.** |

# Lesson 2: Entering Voucher Information

**Lesson Overview**

A voucher is used to submit employee travel reimbursements. A non-PO is used to enter employee travel related expenses in the Payables module. Upon approval the voucher is selected for payment and is sent to the State so that payment can be made to the respective employee.

Non-PO vouchers are used to process a direct payment to an employee / vendor and does not require a source document such as a purchase order or purchase order receipt.

**Lesson Objectives**

After completing this lesson, you should be able to:

- Identify steps in the voucher entry process
- Identify voucher statuses
- Define a non-PO voucher
- Create a voucher for an employee travel reimbursement
- Submit the reimbursement voucher for approval
- Update a reimbursement

## 2.1 Understanding Voucher Entry

Generally, voucher entry and processing includes the following steps:

1. Create and save the voucher
2. Process the voucher
3. Approve the voucher within court or department
4. Create and process voucher control groups (DBF Only)
5. Post vouchers (DBF Only)
6. Generate General Ledger journals (DBF Only)

The table below describes each step in the voucher entry process.

| Voucher Step | Description |
|---|---|
| *1. Create and save voucher* | A voucher is created either through online entry. |
| *2. Process voucher* | Local court and Judiciary departments run on-demand (immediate) processes to prepare the voucher for approval and posting. These processes include:<br>• **Matching:** compares voucher lines with referenced purchase order and receipt lines to verify that what was ordered is being paid. This process is also referred to as **three-way matching**.<br>• **Budget Checking:** validates accounting information<br>• **Document Tolerance:** verifies that the amount of the voucher lines copied from a purchase order line does not exceed the defined tolerance percentage/amount<br>**NOTE:** Non-purchase order vouchers only require Budget Checking. |
| *3. Approve voucher* | Vouchers are approved within the court or department that the voucher was originated. Voucher approval routings vary for the following voucher types:<br>• Employee Re-imbursements<br>• Local Courts<br>• Judicial Information Systems (JIS) |
| *4. Create and review voucher control groups (DBF)* | Once voucher have been processed, the DBF **Accounts Payable Supervisor** creates voucher control groups and submits them for review by the designated DBF personnel.<br>Voucher accounting lines and attached documentation are verified in the control group. Corrections are made, if needed. The control group can also be deleted, if applicable. |
| *5. Post vouchers (DBF)* | After the voucher control group has been verified, vouchers are then posted using the **Voucher Post** process. This process creates accounting entries and posts them to the Payables module. |
| *6. Generate General Ledger journals (DBF)* | Once voucher accounting entries are created and posted in Payables, the **Journal Generator** process is run by DBF to create corresponding General Ledger Journal entries. |

## 2.2 Understanding Voucher Statuses

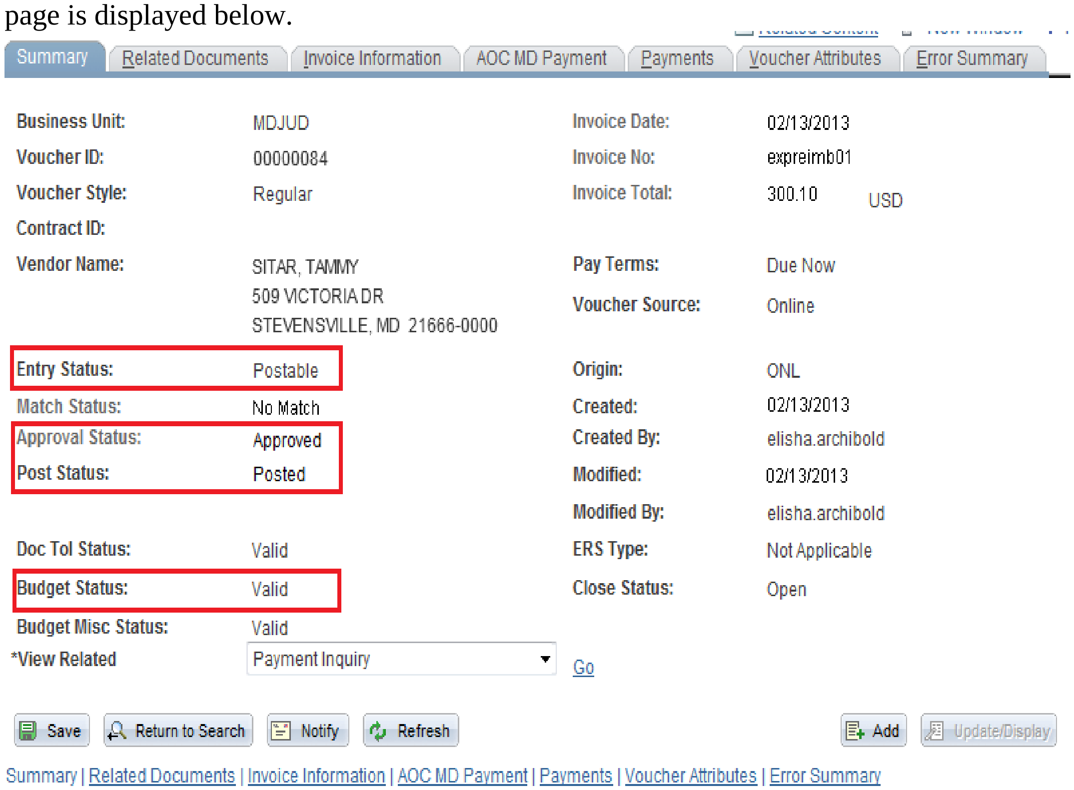
Vouchers go through several stages from initial entry to payment to posting. GEARS Payables tracks these stages using various statuses. The following status types relate to various actions and processes that can be run on a travel reimbursement voucher:

- Entry status
- Approval status
- Budget status
- Voucher Post status

This topic discusses the stages and statuses that a voucher in GEARS may have from voucher entry to processing the voucher for approval and posting. After completing this topic, you will be familiar with:

- Various statuses that a voucher can have during processing

You can review voucher statuses on the **Summary** page of a voucher. The voucher **Summary** page is displayed below.




**<u>Reviewing Voucher Statuses</u>**

The following table illustrates the values for each voucher status - before and after processing. The statuses are listed in the order that they would occur:

| Status Type | Process | Initial Status | Post-Processing Statuses |
|---|---|---|---|
| **Entry Status** | Voucher Entry | *Open* | • *Postable*: Voucher passed all system validations and can be posted.<br>• *Recycle*: There are errors that must be corrected before the voucher can be posted.<br>• *Deleted*: The voucher has been deleted. |
| **Approval Status** | Voucher Approval | *To Be Approved* | • *Pending*: The voucher is awaiting approval.<br>• *Approved*: The voucher has been approved by an authorized user.<br>• *Denied*: The voucher has been denied by an approver in the approval workflow. The voucher should be updated or canceled (by authorized DBF user). |
| **Budget Status** | Budget Checking | *Not Checked* | • *Valid*: All voucher lines and distributions have passed budget validations.<br>• *Exceptions* (Error): There are budget exceptions on one or more voucher distributions that must be corrected. |
| **Post Status** | Voucher Posting | *Not Posted* | • *Posted*: Accounting entries have been created and posted to the Payables module. |

## 2.3 Reviewing a Voucher

A voucher contains several tabs / pages which provide summary and details, including:

- Summary tab
- Related Documents
- Invoice Information
- Payment
- MD AOC Payment
- Errors

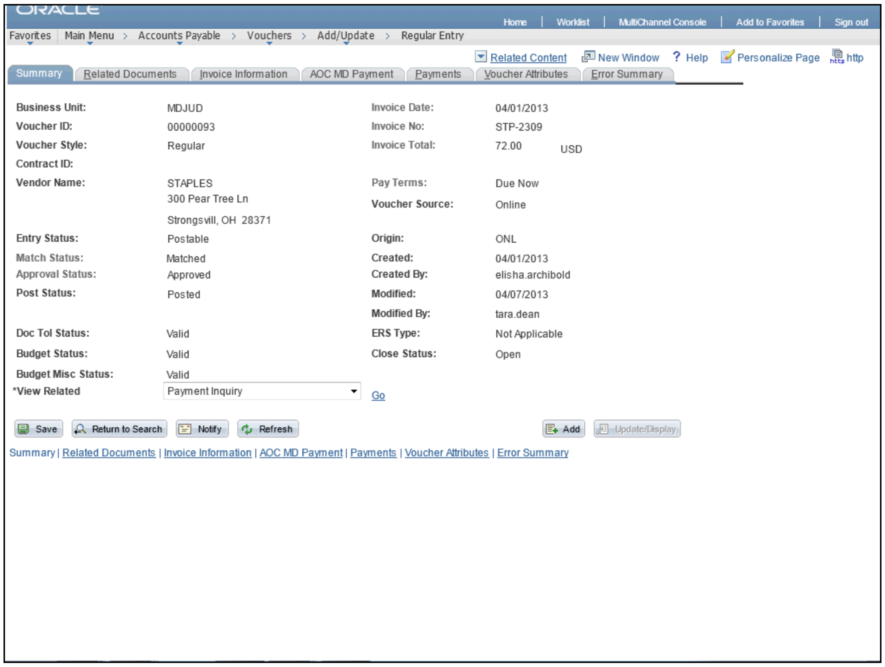
In this topic you will review the pages within the voucher component.

After completing this topic, you will have reviewed the following information within the voucher component:

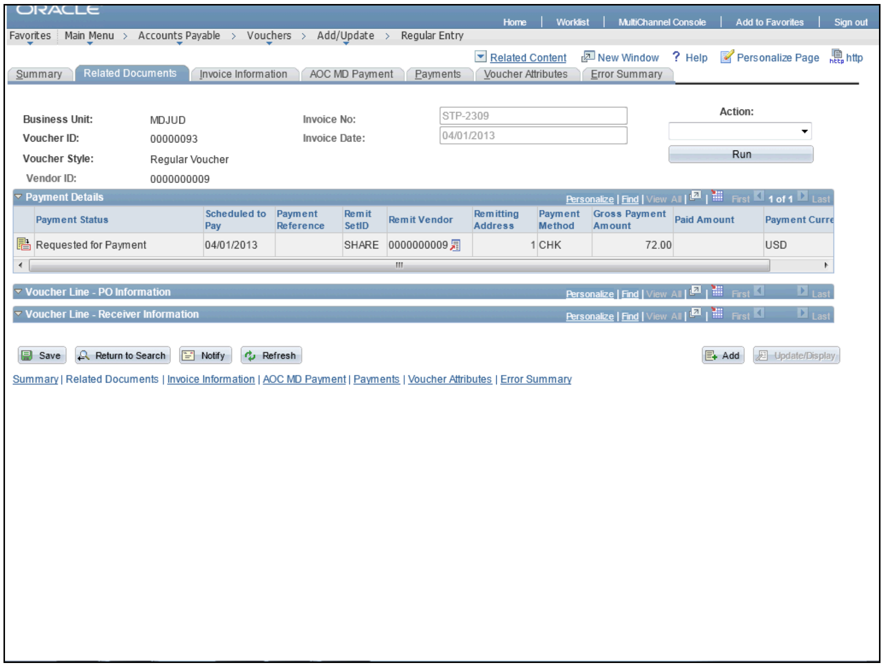
- Voucher statuses
- Voucher summary information
- Voucher related transaction information
- Invoice information
- Payment reference information from the State of Maryland General Accounting Division (GAD)
- Payment options (e.g., payment method, hold options, payment messages)
- Payment schedule options (e.g., scheduling payments vs. recording manual payments)
- Voucher errors that may occur during the **Voucher Build** process

**Procedure**

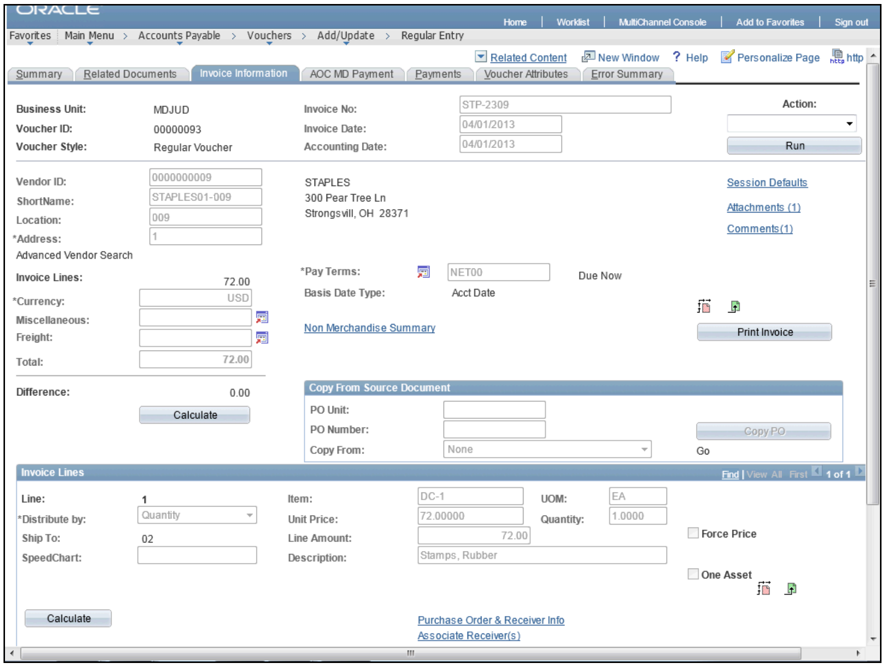
In this topic, you will review the pages within the voucher entry component.




| Step | Action |
|---|---|
| 1. | The **Summary** page of the voucher lists a summary of the voucher gross amount, payment terms, source, status, information about the user that last modified the voucher and when, and links to related information.<br><br>The **Summary** page only displays after a voucher is saved. |
| 2. | The voucher statuses display in the bottom left corner of the page including:<br>**- Entry Status**<br>**- Approval Status**<br>**- Budget Status**<br>**- Post Status** |
| 3. | You can review when the voucher was created, by whom, and when it was last modified. |
| 4. | Click the **Related Documents** tab.<br><br> |

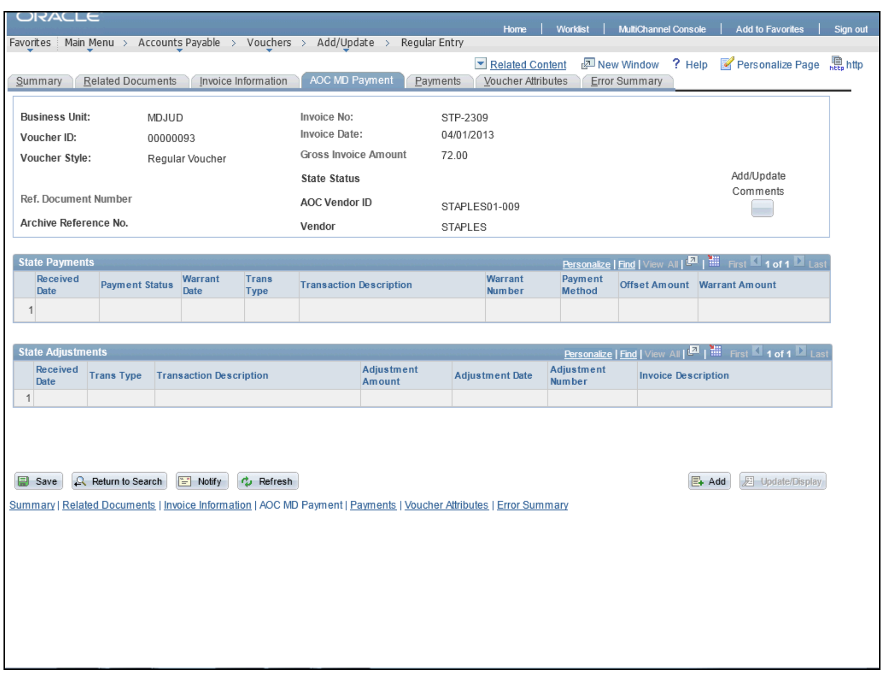


| Step | Action |
|---|---|
| 5. | The **Related Documents** page displays.<br><br>This page displays documents that have been associated with the voucher, including payments. |
| 6. | The **Payment Details** section displays actual payment information for payments disbursed by the Judiciary (e.g., Return of Escrow payments). This information includes the status, scheduled pay date, payment method, and paid amount.<br><br>**NOTE:** Payment information for State issued warrants is displayed on the **AOC MD Payment** page. |
| 7. | Click the **Invoice Information** tab.<br>Invoice Information |

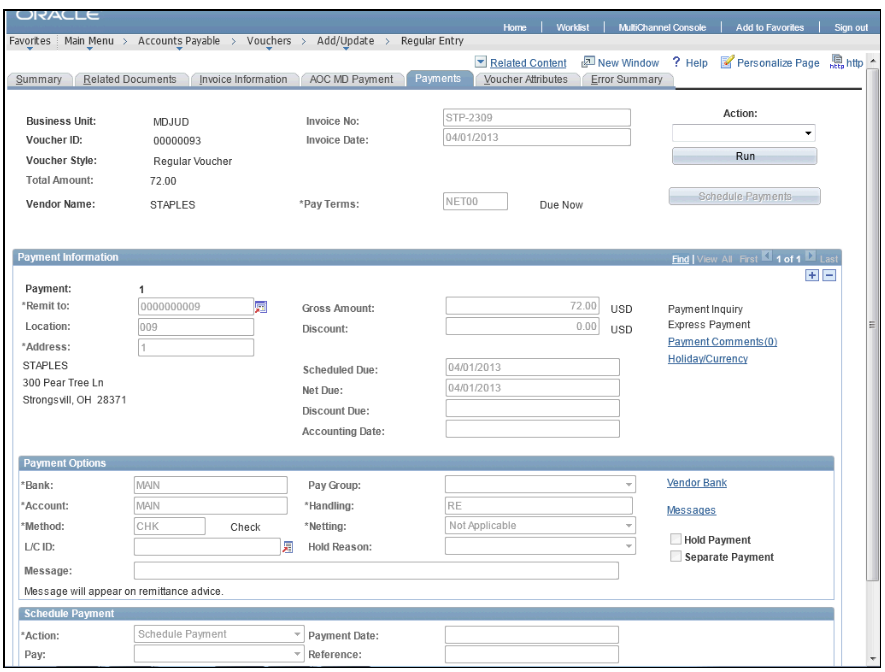



| Step | Action |
|---|---|
| 8. | The **Invoice Information** page displays.<br><br>Use the **Invoice Information** page to enter/update voucher header, line, and distribution (accounting) information. |
| 9. | The **voucher header** contains high-level information about the voucher including, the voucher ID, invoice number and date, accounting date, vendor information, and the total amount of the voucher. |
| 10. | Voucher attachments and comments are added in the voucher header.<br><br>Add attachments or comments using the corresponding links in the header. The number of attachments or comments added is indicated next to the hyperlink.<br><br>In this example, one attachment and one comment has been added. |
| 11. | The **Accounting Date** field for the voucher displays beneath the Invoice Date field at the top on the page.<br><br>The **Accounting Date** is used to determine the date the transaction will be posted to the General Ledger. This date defaults to the current date. |
| 12. | The payment terms default in the **Pay Terms** field. Use the **Look up** button to identify different payment terms, if applicable. |
| 13. | Every voucher must contain at least one invoice line to be saved.<br><br>Line information is entered or copied to into the **Invoice Lines** section of the voucher. |

| Step | Action |
|---|---|
| 14. | In the **Invoice Lines** section, the **Distribute By** field is required and defaults as "Amount." This indicates that you will distribute the cost of the line item by amount rather than quantity.<br><br>If applicable, you can select "Quantity" to distribute the cost of the line item by quantity. This is applicable only to non-PO vouchers.<br><br>**NOTE:** If a voucher is created from a purchase order (PO) or PO receipt, the voucher lines will default with the attributes of the purchase order lines. You cannot change the **Distribute By** method. |
| 15. | Each invoice line must have at least one distribution line (funding source). |
| 16. | In the **Distribution Lines** section, the following Chartfield information displays on the **GL Chart** tab:<br>- Account<br>- Batch Agency<br>- Fund<br>- Program<br>- Appropriation Number<br>- Appropriation Year<br>- Program Cost Account (PCA)<br>- Project Business Unit (Grants and Capital Projects)<br>- Project ID (Grants and Capital Projects)<br>- Activity (Grants and Capital Projects) |
| 17. | Click the **AOC MD Payment** tab at the bottom of the page.<br>AOC MD Payment |



| Step | Action |
|---|---|
| 18. | The **AOC MD Payment** page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD).<br><br>Users with access to the voucher entry component can view this payment reference information. |
| 19. | At the top of the page, you can view the following payment information for the voucher:<br><br>- **Archive Reference Number** (ARN) related to the warrant<br>- **State Status** which indicates:<br>1) delivery of payment request to the State displayed as "Submitted to State (TRN)", or<br>2) the receipt of payments details from the State displayed as "Paid by State (HX)"<br><br>In this example, a payment request for the voucher has not been sent to the State; therefore, no information is available. |
| 20. | In the **State Payments** and **State Adjustments** sections the following information is available when payment reference information is received from the State:<br><br>- Warrant information (warrant number, date, payment method amount, etc.)<br>- Transactional activity including adjustments, stop payments, re-issues, voided warrants |



| Step | Action |
|---|---|
| 21. | You have successfully completed the *Reviewing a Voucher* topic.<br><br>You have reviewed with the following topics and concepts:<br>- Viewing voucher summary information<br>- Viewing voucher related transaction information<br>- Viewing invoice information<br>- Viewing payment information from the State of Maryland General Accounting Division (GAD)<br>**End of Procedure.** |

## 2.4 Submitting an Employee Reimbursement-Expense Voucher

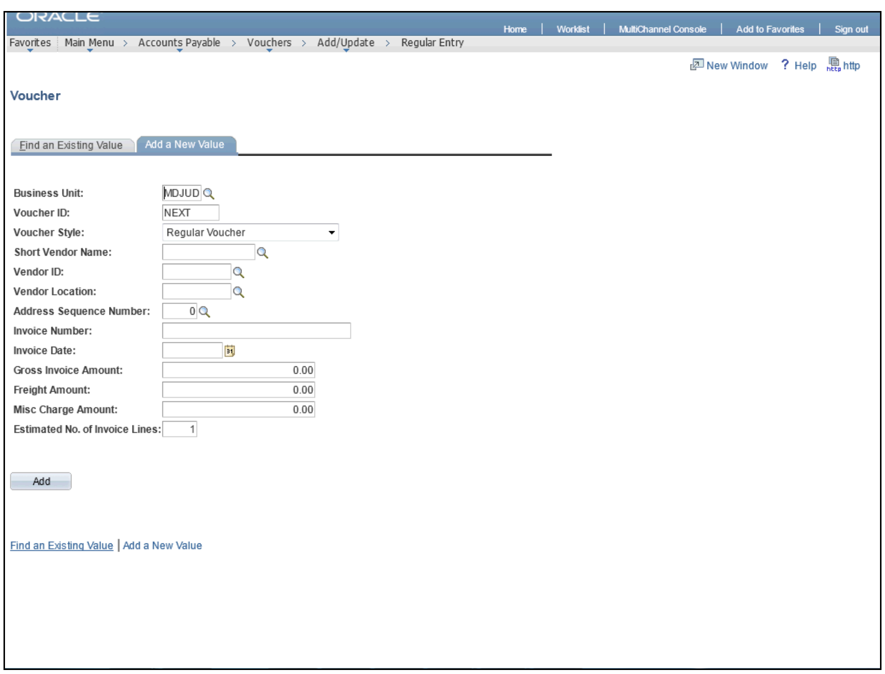
After completing this topic, you will be able to:

- Create a reimbursement voucher
- Add scanned invoices and other documentation, as needed
- Budget Check a voucher
- Submit a voucher for reimbursement

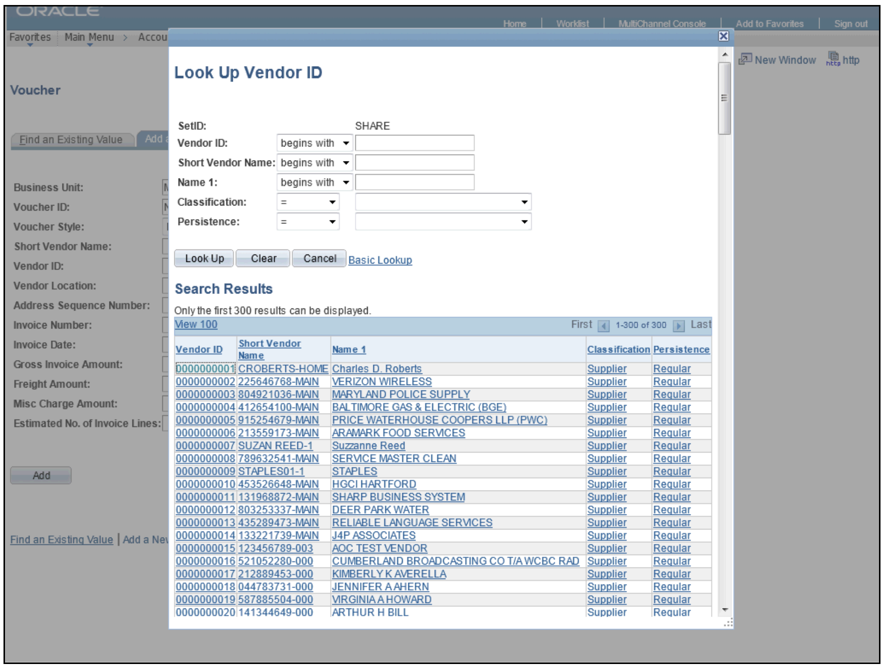
**Procedure**

In this topic, you will learn how to submit a reimbursement voucher.

| Step | Action |
|---|---|
| 1. | Scroll down to the **Accounts Payable** link.<br>Click the scrollbar. |
| 2. | Click the **Accounts Payable** link.<br>Accounts Payable |
| 3. | Click the **Vouchers** link.<br>Vouchers |
| 4. | Click the **Regular Entry** link.<br>Regular Entry |

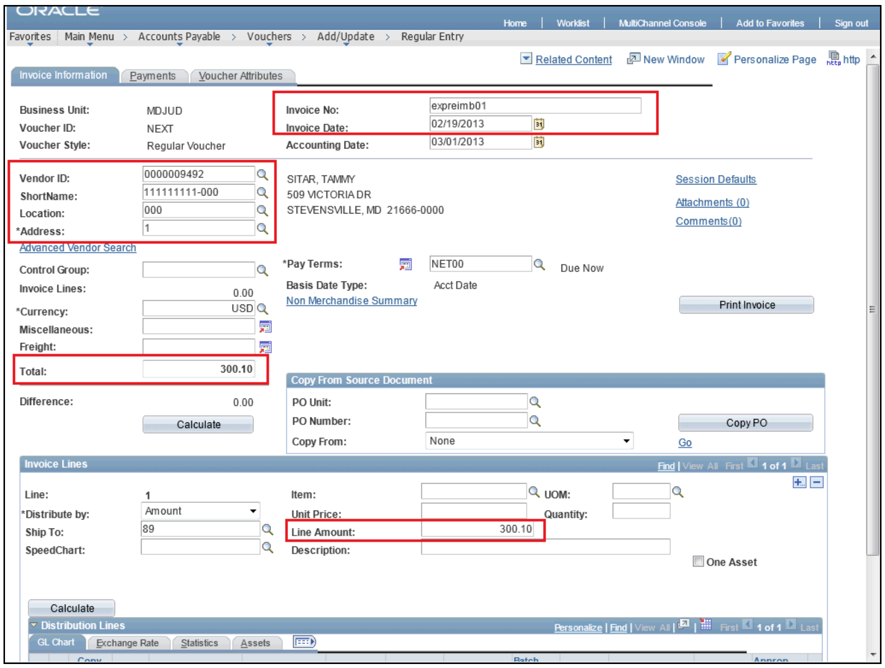


| Step | Action |
|---|---|
| 5. | The **Voucher** search page displays.<br><br>Click the **Look up Vendor ID** button.<br> |

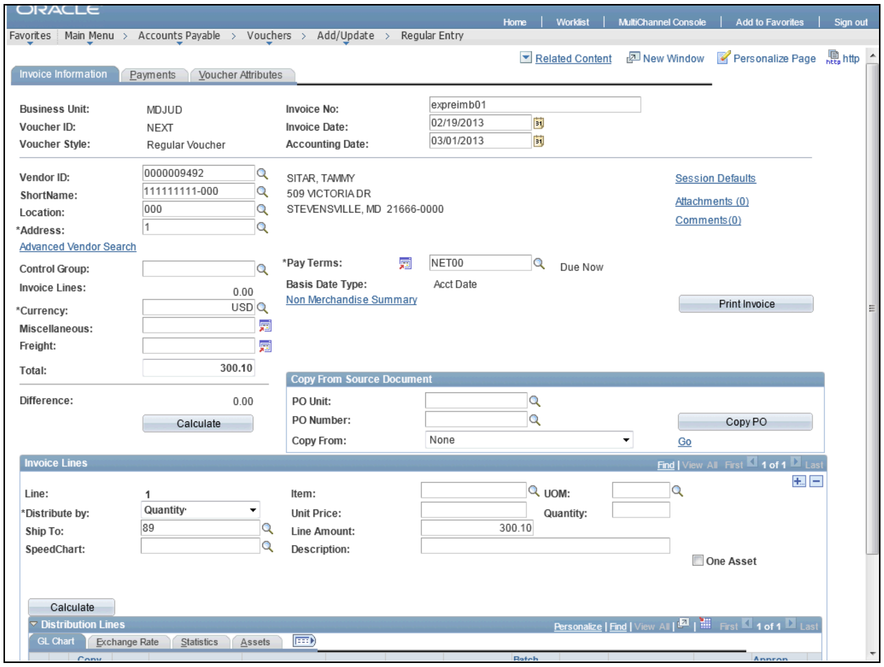



| Step | Action |
|---|---|
| 6. | The **Look Up Vendor ID** window displays.<br><br>Type in a last name to optionally narrow your search.<br><br>Enter the desired information into the **Name 1** field. |
| 7. | Click the **Look Up** button.<br><br> |
| 8. | Click a vendor ID link to select an employee.<br><br> |
| 9. | Enter the desired information into the **Invoice Number** field.<br><br>Enter your **Invoice Number -** per established business procedures. |
| 10. | Enter the desired information into the **Invoice Date** field. |

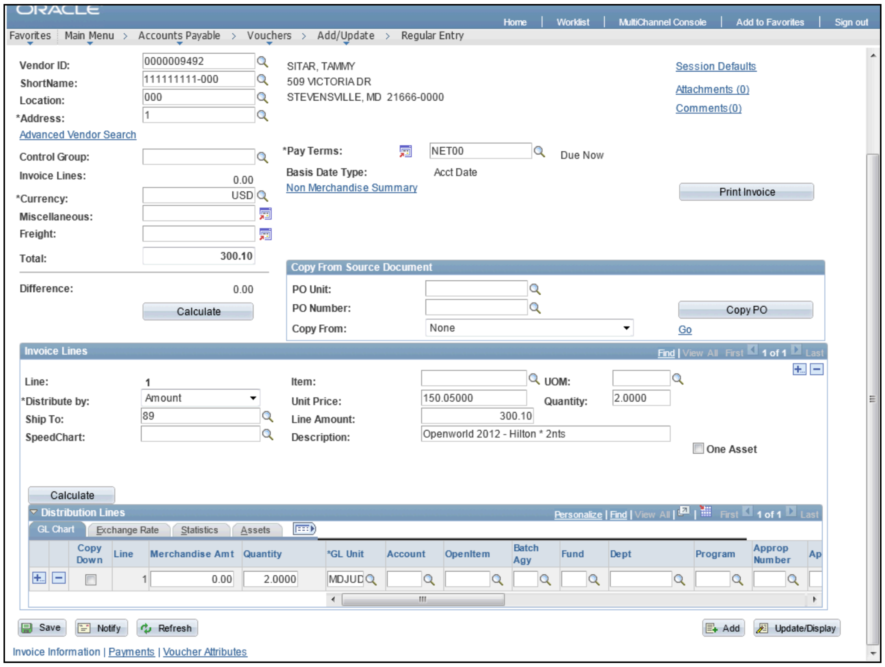
| Step | Action |
|---|---|
| 11. | You can also enter the gross amount of expenses to be reimbursed in the **Gross Invoice Total** field.<br><br>**NOTE:** If you enter the gross amount of the voucher, you must make sure that the total of all invoice lines equal the amount entered in the **Gross Invoice Amount** field. |
| 12. | Click the **Add** button.<br>Add |



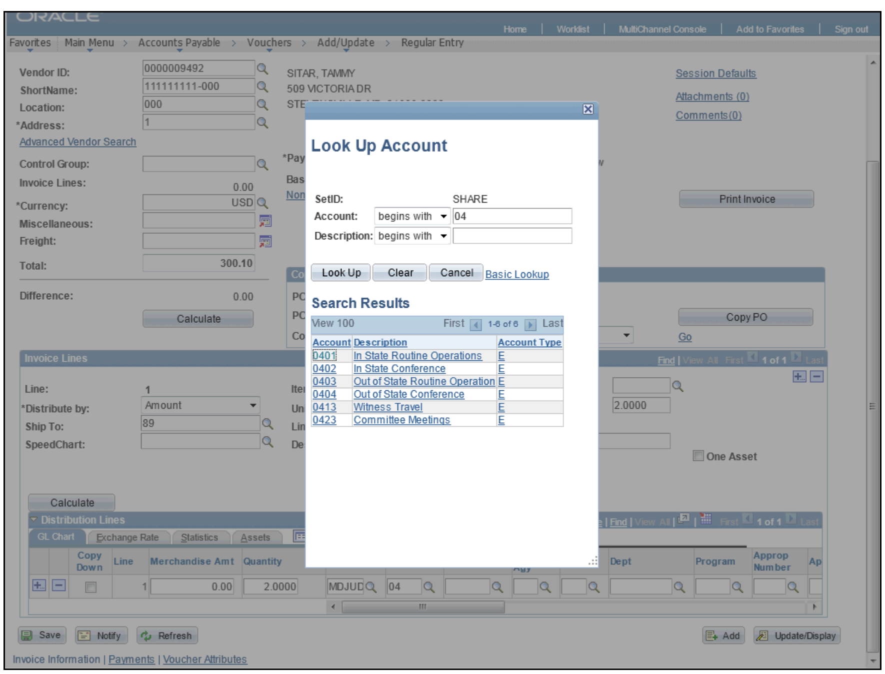

| Step | Action |
|---|---|
| 13. | The **Invoice Information** page displays.<br><br>The values that were entered on the Add a New Value page default in the respective fields. |
| 14. | In the **Invoice Lines** sections, enter an invoice line for each type of expense (e.g., lodging, rental car, food, etc.). |
| 15. | Select the **Distribute By** method that is appropriate for the line item.<br><br>For example, if you want to record a hotel stay by the rate charged per night, the **Distribute By** value should be "Quantity". Or, if you want to record the total amount of food cost, you can use "Amount". |



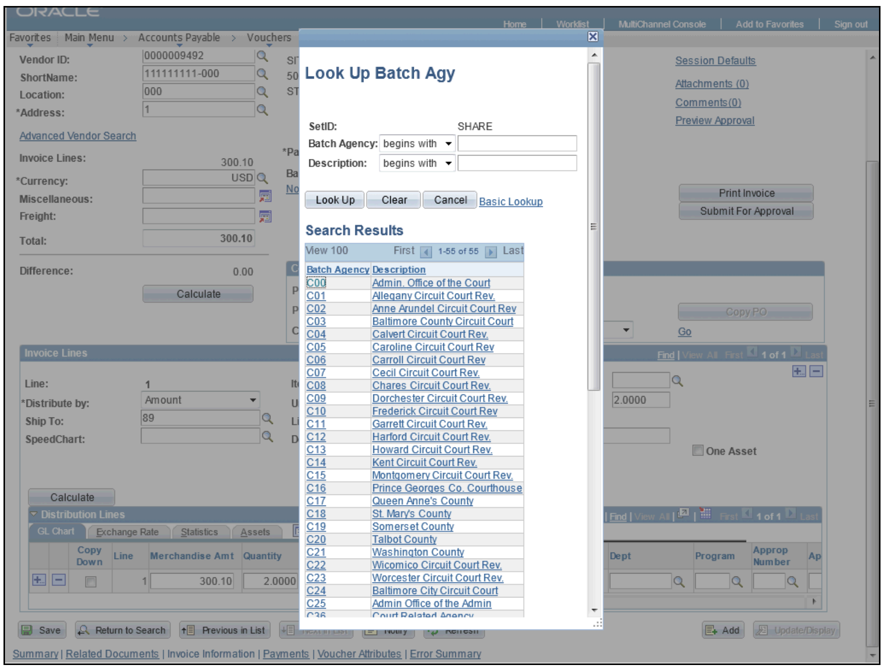

| Step | Action |
|---|---|
| 16. | Enter or select the applicable travel item in the **Item** field. For example, enter "**LODGING-0001**".<br><br>**NOTE:** Travel Item IDs may vary from the example listed above. |
| 17. | If applicable, enter the unit price   For example, the rate per night for a hotel stay. |
| 18. | Enter the quantity to be charged in the **Quantity** field. |
| 19. | Enter the line description into the **Description** field, if it does not default from the Item selected. |
| 20. | After entering the **Unit Price** and **Quantity** the **Line Amount** default is calculated. |
| 21. | **NOTES:**<br>- When you enter the gross amount of the voucher before entering line details, the **Line Amount** value defaults based on the value you enter.<br><br>- When the reimbursement voucher contains more than one voucher line, you must update the **Line Amount** to reflect the total for the line.<br><br>- Make sure that all voucher lines equal the amount displayed on the **Total** field. |



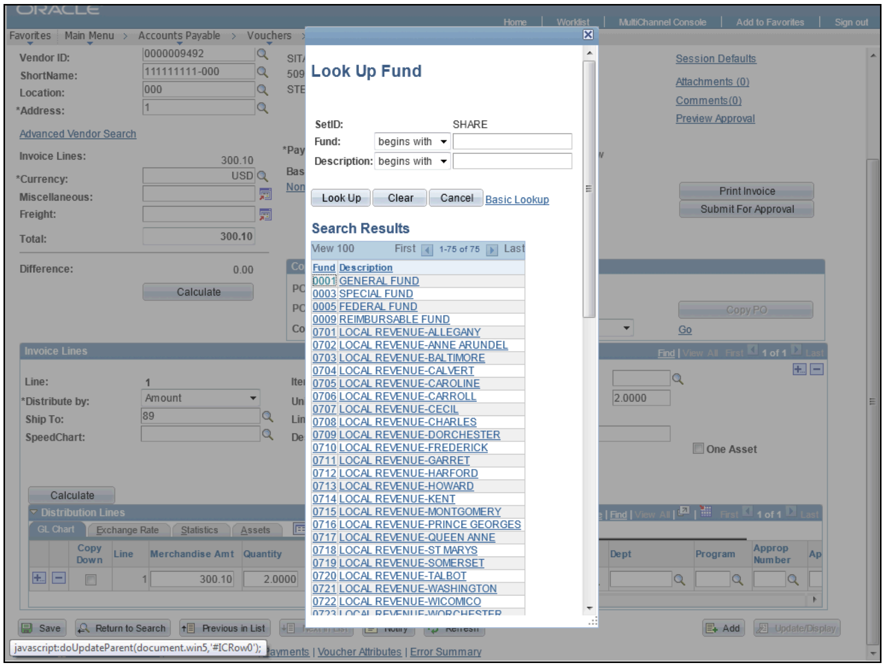

| Step | Action |
|---|---|
| 22. | Now, enter the funding information in the **Distribution Lines** section. |
| 23. | Enter "**04**" into the **Account** field. |
| 24. | Click the **Look up Account** button. |



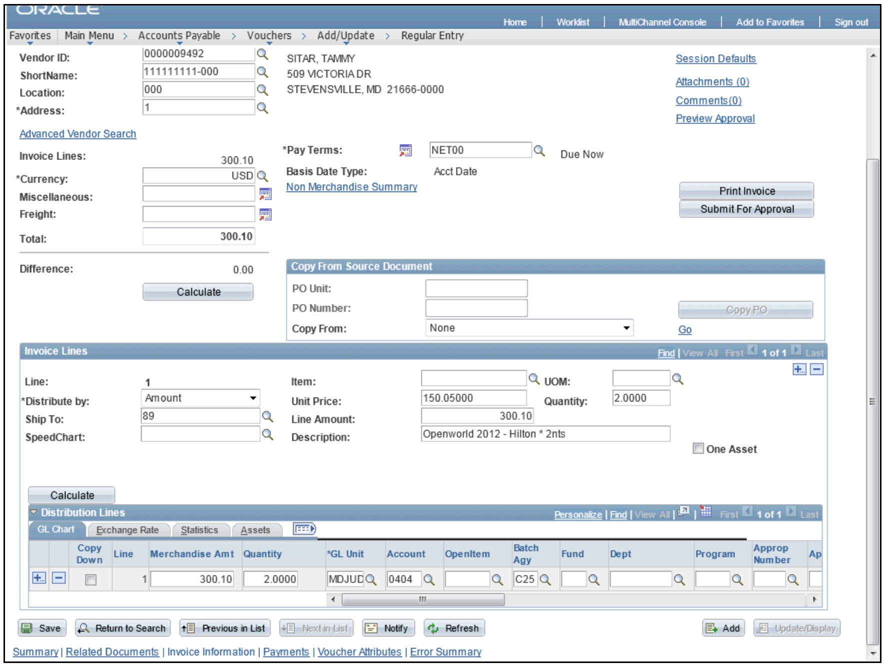
| Step | Action |
| --- | --- |
| 25. | The **Look Up Account** window displays.<br><br>Click Account **0404 - Out of State Conference** link.<br>Click the appropriate Travel Account link.<br>0404 Out of State Conference |
| 26. | Click the **Look up Batch Agy** button. |



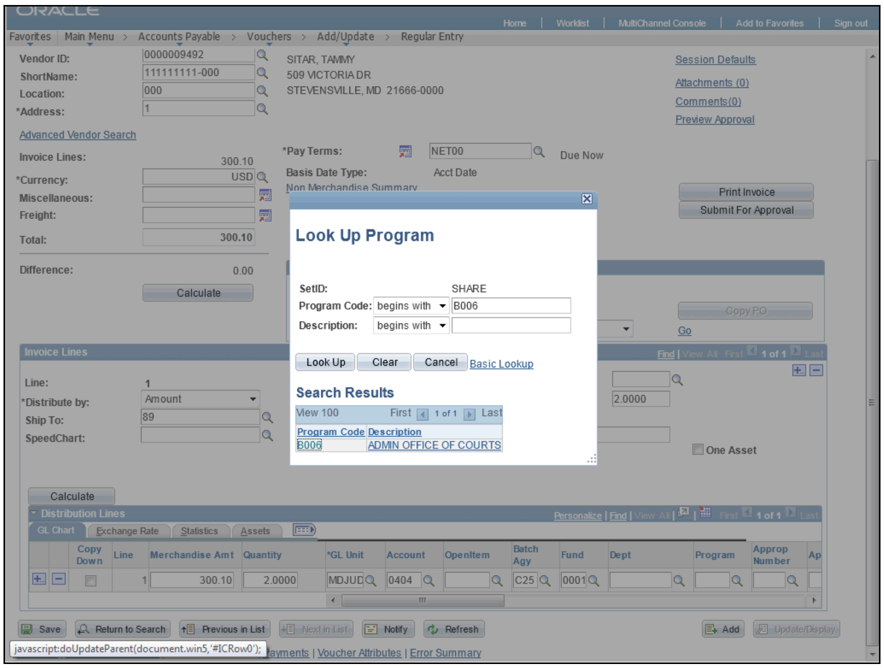

| Step | Action |
| --- | --- |
| 27. | The **Look Up Batch Agy** window displays.<br><br>Click the appropriate Batch Agency link.<br>C25 |
| 28. | Click the **Look up Fund** button. |



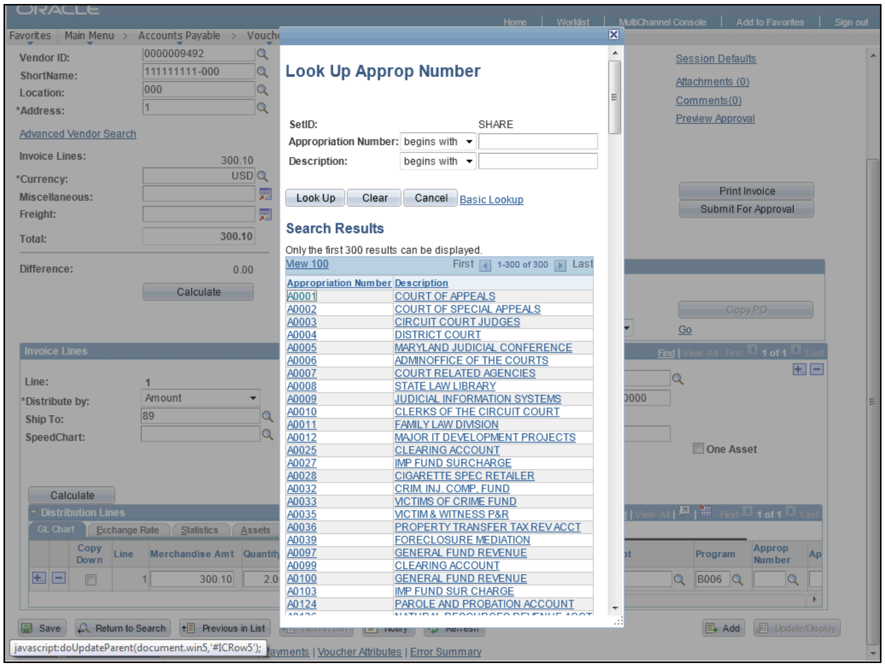
| Step | Action |
|---|---|
| 29. | The **Look Up Fund** window displays.<br><br>Click the appropriate fund link. |



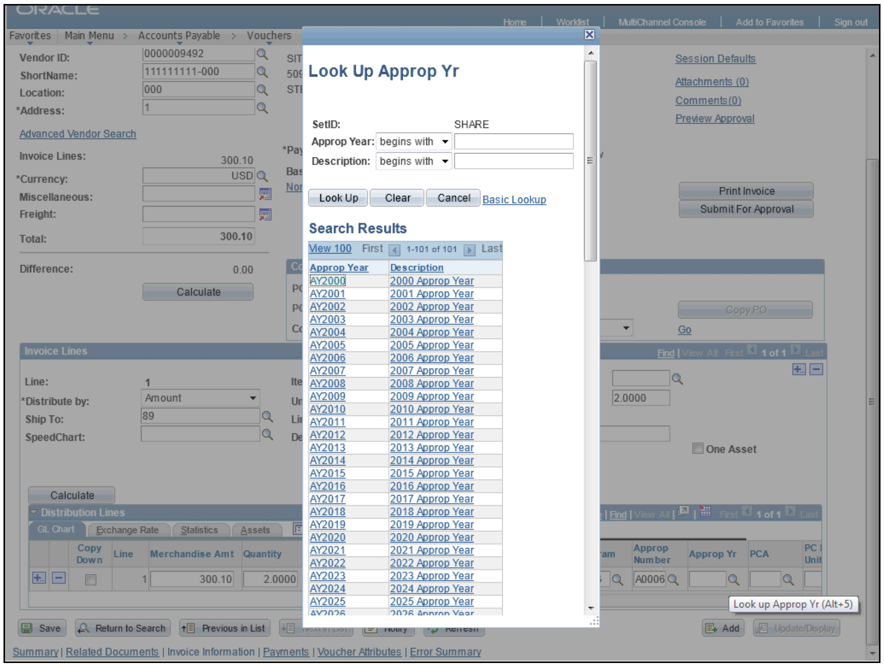
| Step | Action |
|---|---|
| 30. | Click the **Look up Program** button. |
| 31. | The **Look Up Program** window displays.<br><br>If you do not see the Program Code you want to select, enter search criteria to narrow the number of Program Codes displayed. |



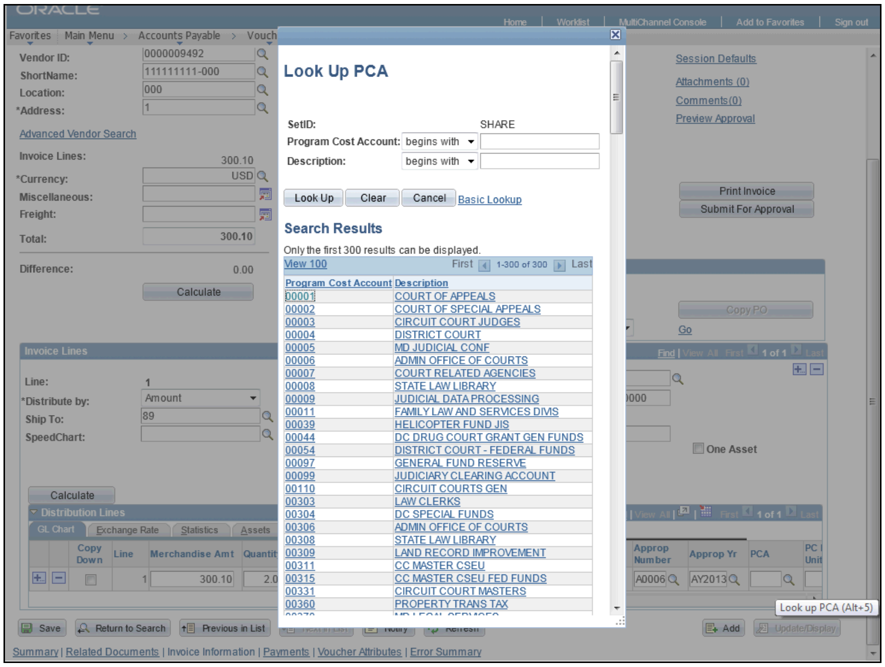

| Step | Action |
|---|---|
| 32. | Click the Program Code link.<br>B006 |
| 33. | Click the **Look up Approp Number** button. |



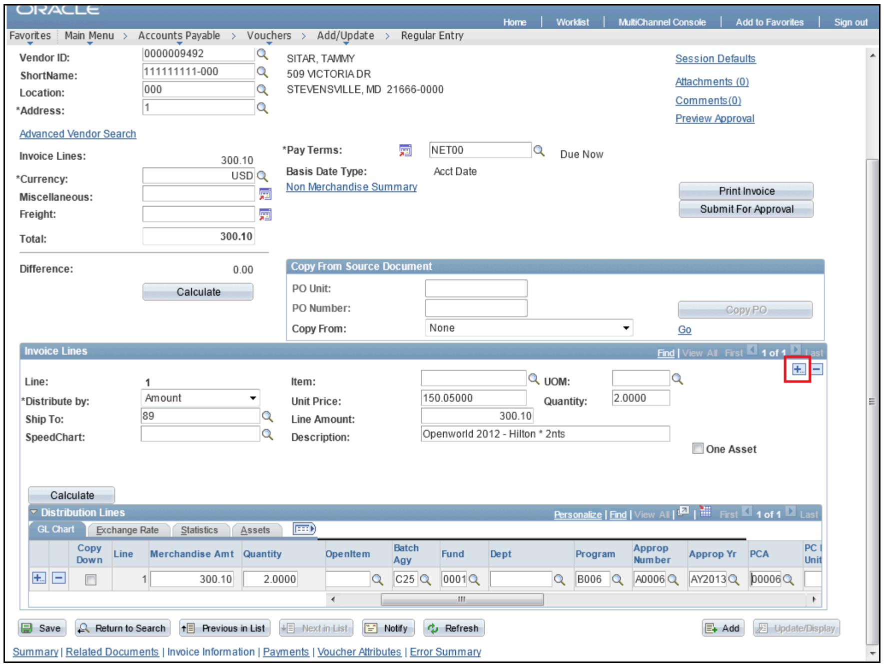

| Step | Action |
|---|---|
| 34. | The **Look Up Approp Number** window displays.<br><br>If you do not see the Appropriation Number that you want to select, enter search criteria to narrow the list of results.<br><br>Click the **Appropriation Number** link.<br>A0006 |
| 35. | Click the **Look up Approp Yr** button.<br> |



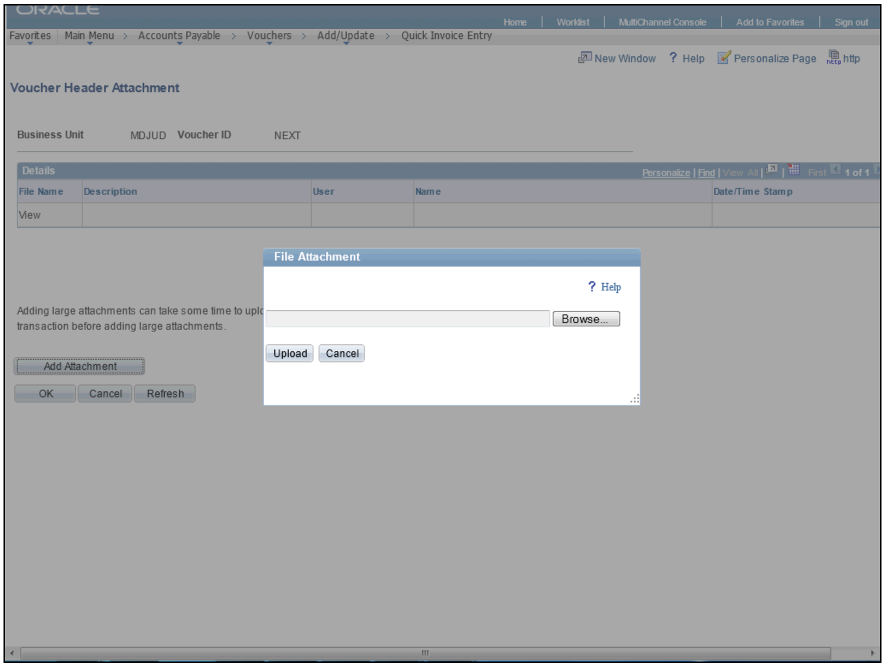

| Step | Action |
|---|---|
| 36. | The **Look Up Approp Yr** window displays.<br><br>If you do not see the Appropriation Year that you want to select, enter search criteria to narrow the list of results.<br><br>Click the Approp Year link.<br>AY2013 |
| 37. | Click the **Look up PCA** button.<br> |

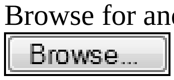


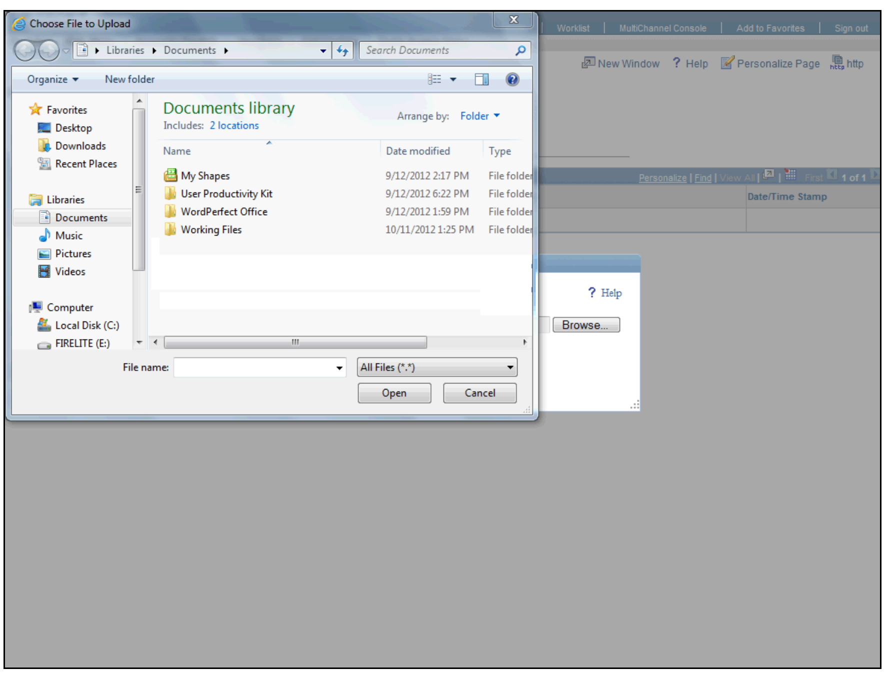

| Step | Action |
|---|---|
| 38. | The **Look Up PCA** window displays.<br><br>If you do not see the PCA that you want to select, enter search criteria to narrow the list of results.<br><br>Click the PCA link.<br>00006 |



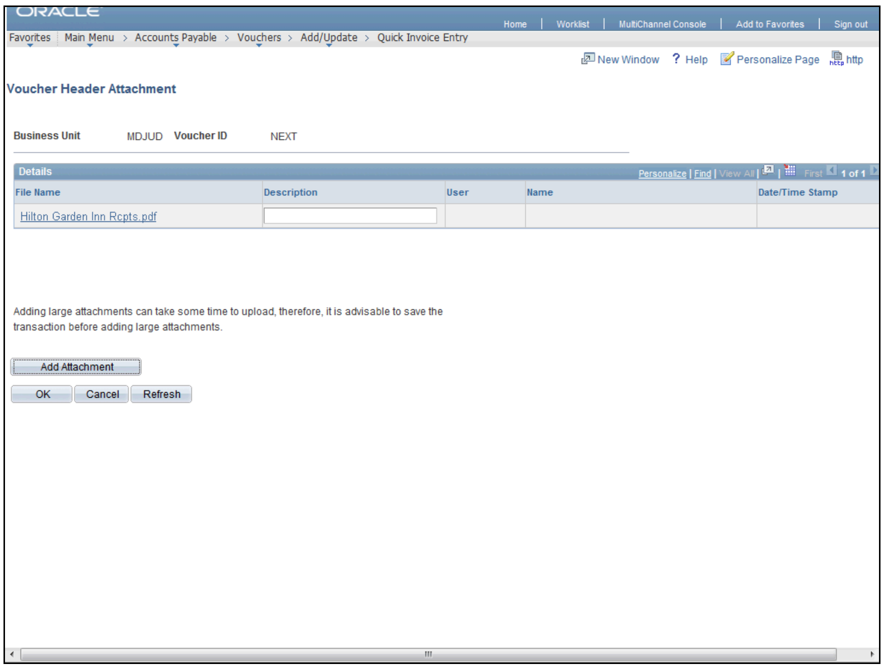

| Step | Action |
|---|---|
| 39. | To add additional voucher lines, click the **Add multiple new rows** (plus) button in the top right corner of the **Invoice Lines** section. |
| 40. | Attach scanned receipts and any other documents located on your computer or shared location using the **Attachments** link.<br><br>Click the **Attachments** link.<br>Attachments (0) |
| 41. | The **Voucher Header Attachments** page displays.<br><br>To add an attachment, click the **Add Attachment** button.<br>Add Attachment |

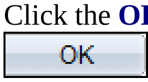


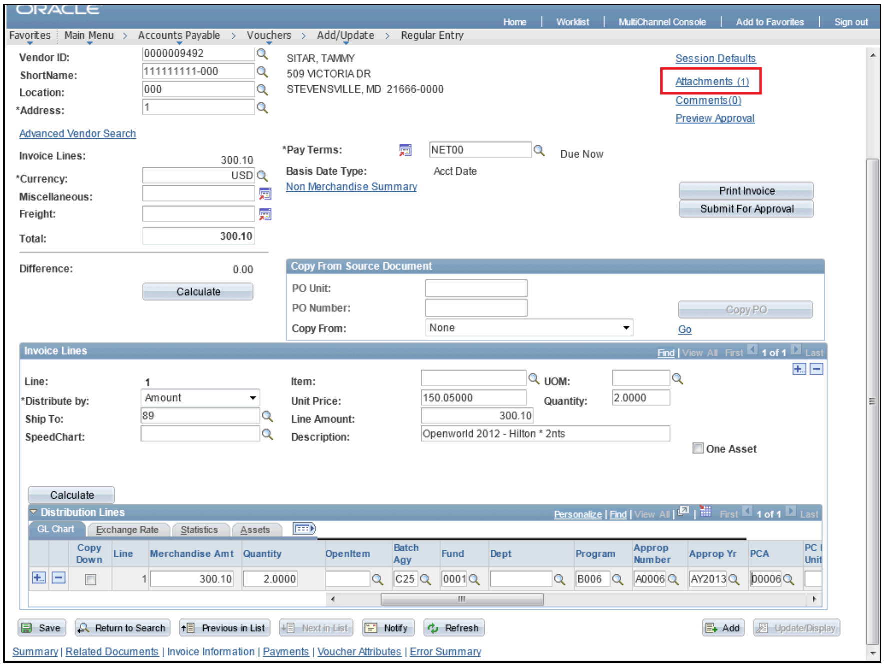

| Step | Action |
|---|---|
| 42. | The **File Attachment** window displays.<br><br>Browse for and select the field you want to attach. Click the **Browse...** button.<br> |



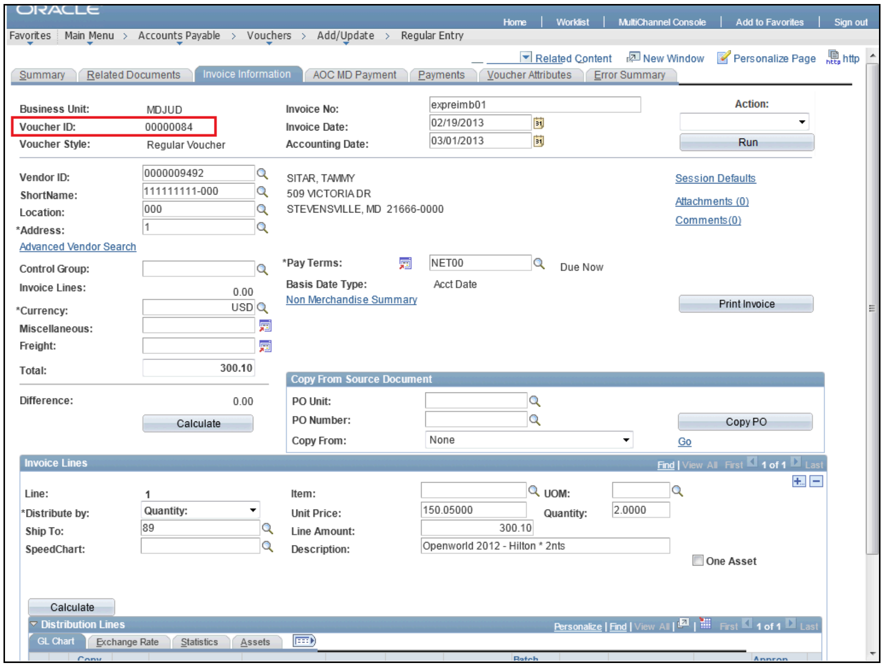
| Step | Action |
|---|---|
| 43. | Search for and select the scanned document to upload from your computer or shared server location. |
| 44. | Once you have located the file select it and click the **Open** button.   |

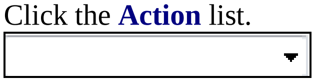
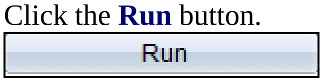
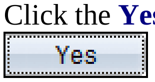
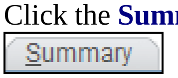



| Step | Action |
|---|---|
| 45. | The **Voucher Header Attachment** page displays with the selected file.<br><br>Enter a short description for the file into the **Description** field. For example, enter "**Lodging - Hilton Garden Inn**". |
| 46. | Add more attachments by clicking the **Add Attachments** button, browsing for the file, and uploading the file. |
| 47. | **NOTE:** Use the **Delete** (minus) button at the end of a file row delete attachments, if needed. |
| 48. | Click the **OK** button.   |

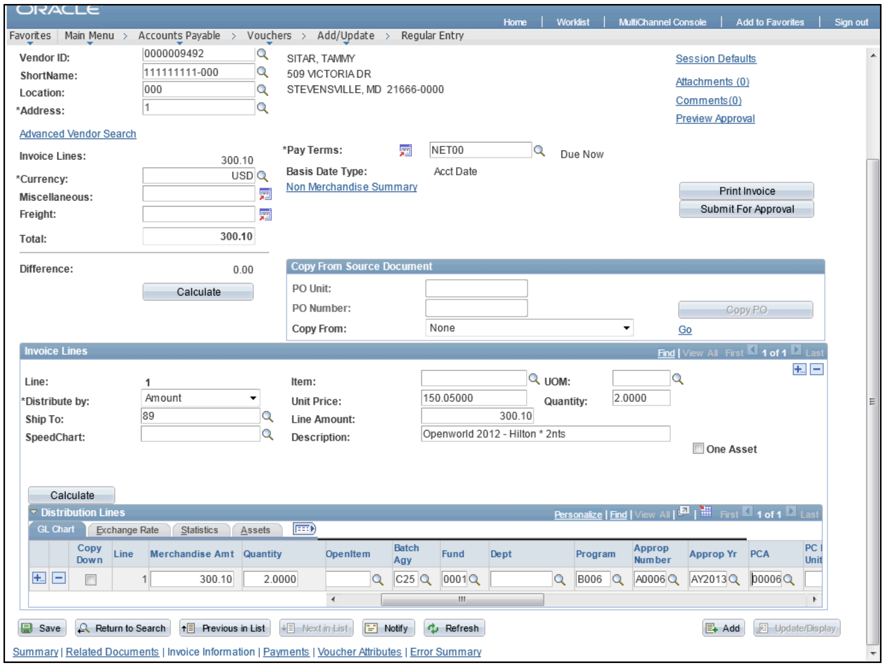



| Step | Action |
|---|---|
| 49. | The **Invoice Information** page displays.<br><br>The **Attachments** link displays the number of attachments added. |
| 50. | Click the **Save** button.<br> |
| 51. | Scroll up to the top of the page to process the voucher. |

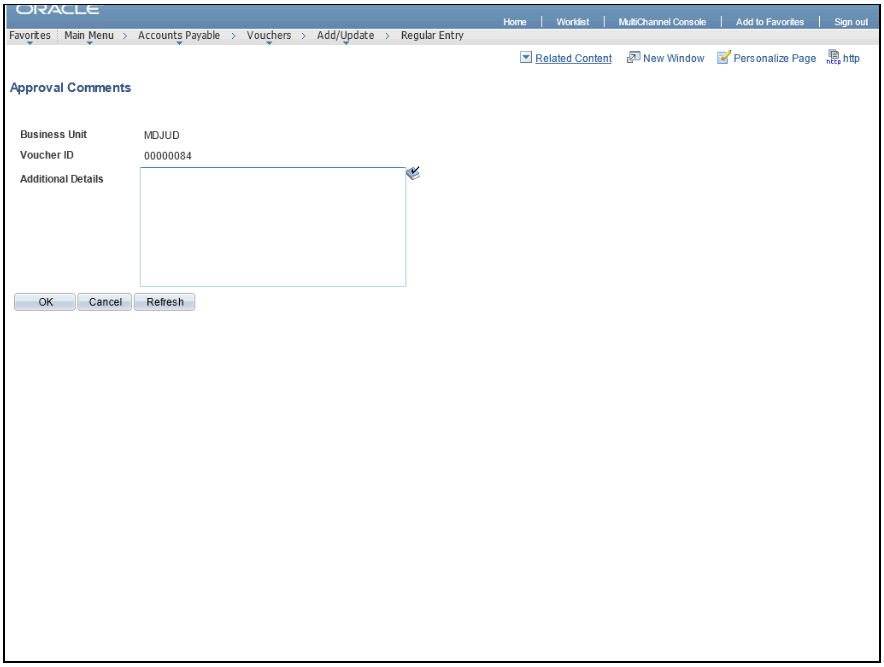


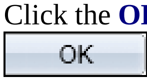

| Step | Action |
|---|---|
| 52. | The voucher has been assigned a voucher ID by the system after saving. |
| 53. | The **Summary, Related Documents, AOC MD Payment, Voucher Attribute,** and **Error Summary** tabs also display after saving the voucher. |
| 54. | Click the **Action** list.  |
| 55. | Run the budget checking process for the voucher.<br><br>Click the **Match, Doc Tol, Bdgt** list item.   |
| 56. | Click the **Run** button.   |
| 57. | A message displays.<br><br>Click the **Yes** button to wait for the process to run.   |
| 58. | Click the **Summary** tab.   |
| 59. | The **Summary** page for the voucher displays.<br><br>Verify that the Budget Status is "Valid".<br><br>The Approval Status is "To Be Approved". |

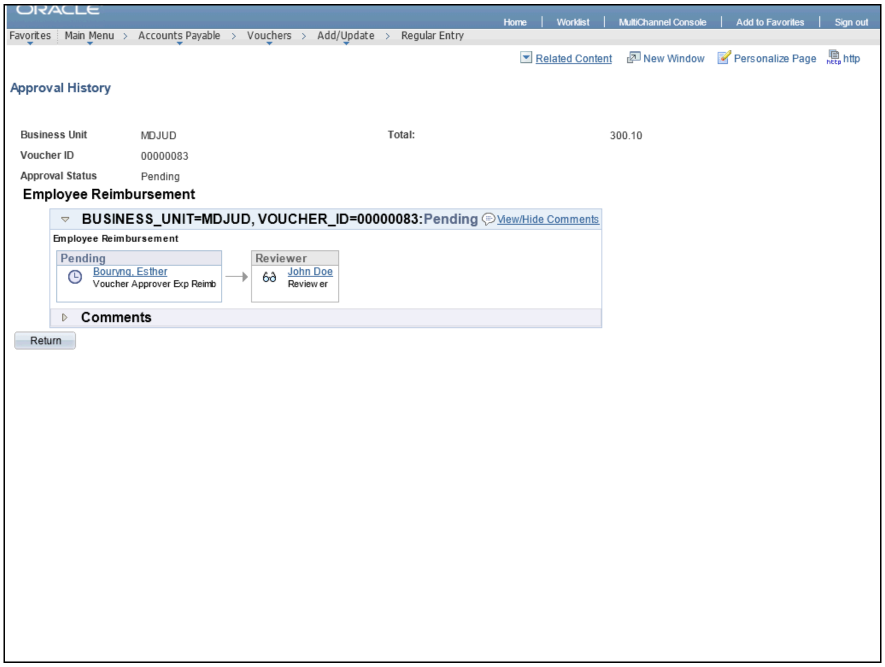
| Step | Action |
|---|---|
| 60. | Click the **Invoice Information** tab.  |



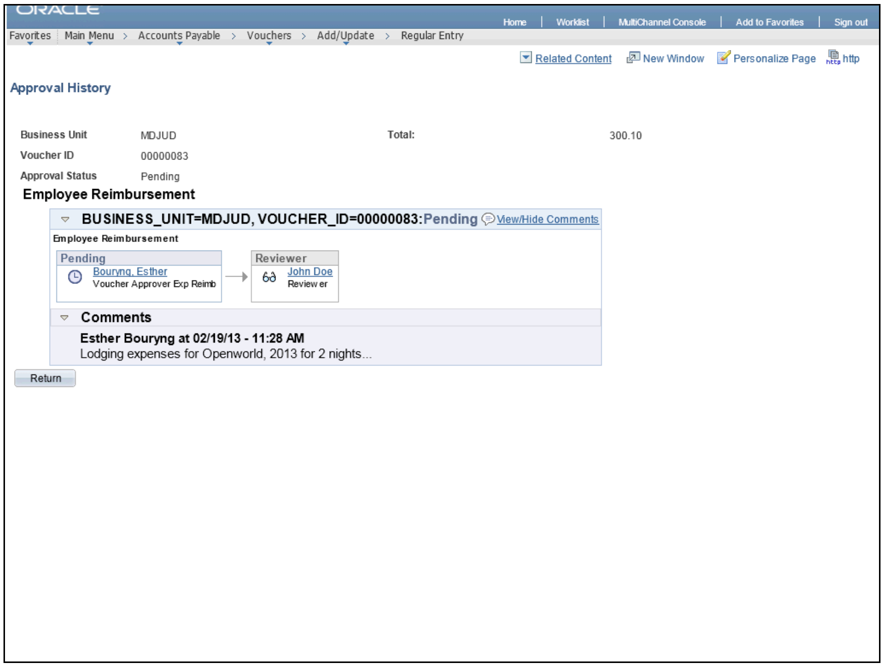

| Step | Action |
|---|---|
| 61. | The **Invoice Information** page displays.<br><br>After verifying that the budget checking process ran successfully, submit the voucher for approval.<br><br>Click the **Submit for Approval** button.  |




| Step | Action |
|---|---|
| 62. | The **Approval Comments** page displays.<br><br>Type in additional details about your reimbursable expense voucher in the **Additional Details** comment field. |
| 63. | Click the **OK** button.<br><br> |
| 64. | The **Invoice Information** page displays.<br><br>Once you submit the voucher,<br>you can review the approval routing using the **Preview Approval** link.<br><br>Click the **Preview Approval** link.<br><br> |




| Step | Action |
|---|---|
| 65. | The **Approval History** page displays.<br><br>View the approval routing information in the **Approval History** page. There should be 1 approver and 1 reviewer at this point, including:<br><br>1) Expense Reimbursement Approver - Admin. Services team<br>2) DBF Reviewer |
| 66. | Click the **Expand Comments** arrow icon to view comments entered. |




| Step | Action |
|---|---|
| 67. | The comments that you added display.<br><br>If the approver/reviewer adds comments, you can view them when you access this page via the **Pending Approvals** link.<br><br>To return to the Invoice Information page, click the **Return** button. |
| 68. | You have successfully completed the *Submitting an Employee Reimbursement-Expense Voucher* topic.<br><br>You have learned how to:<br>- Create a reimbursement voucher<br>- Add scanned invoices and other documentation, as needed<br>- Budget Check a voucher<br>- Submit a reimbursement voucher for approval<br>**End of Procedure.** |

## 2.5 Correcting a Denied Reimbursement Voucher

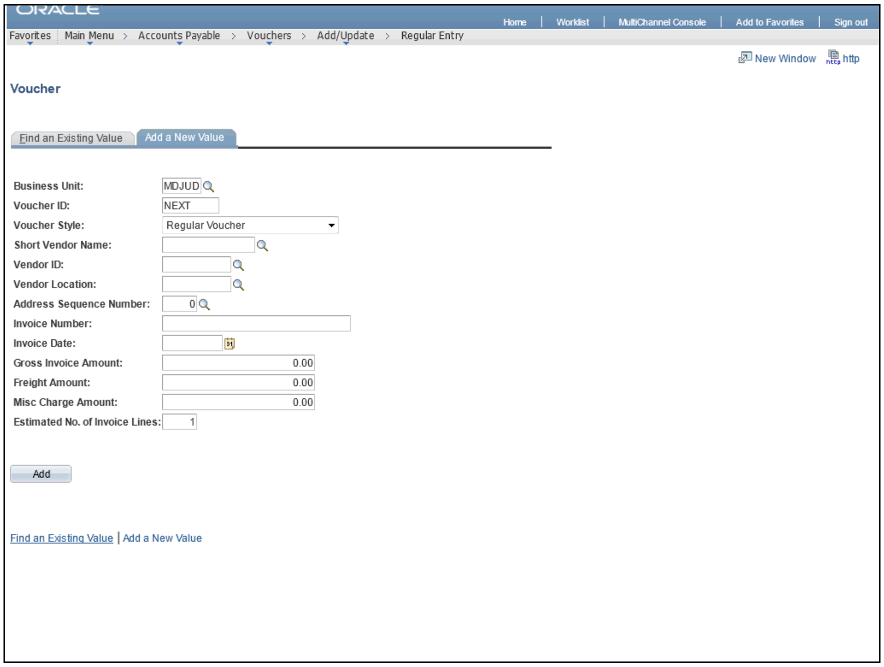
After completing this topic, you will be able to:

- Correct a reimbursement voucher that was previously denied
- Resubmit a previously denied voucher for approval

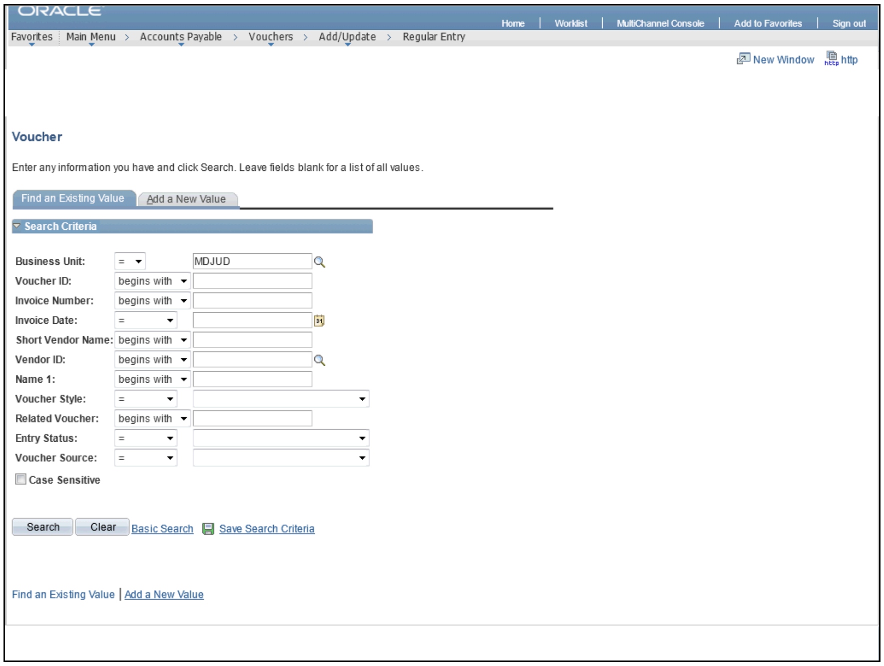
**Procedure**

In this topic, you will learn how to correct a denied reimbursement voucher and re-submit it.

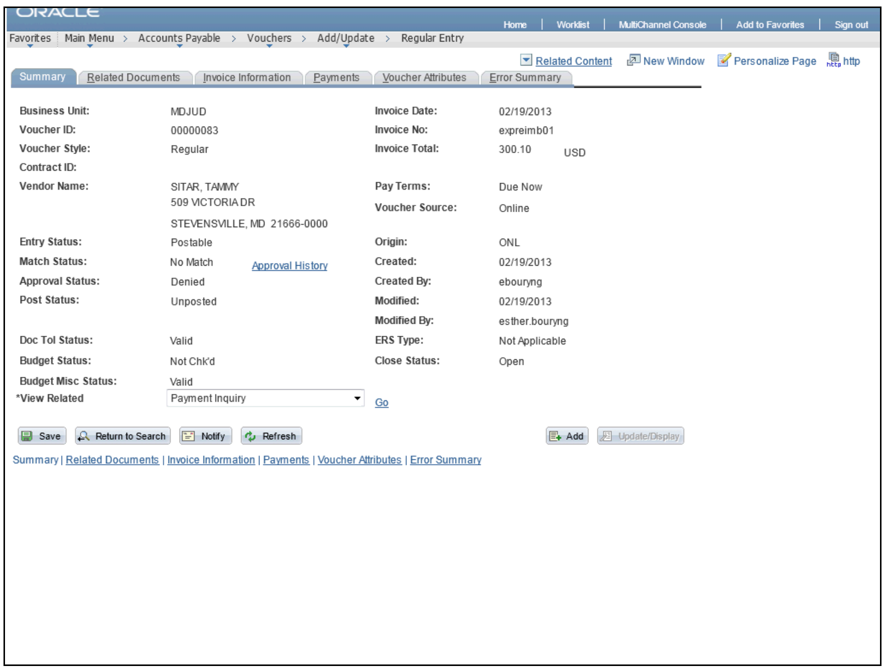
| Step | Action |
|---|---|
| 1. | In the previous topic, you entered a voucher reimbursement request for approval. If any vital information is missing, your request will be denied by the approver.<br><br>You will receive an email notification when your expense voucher has been denied by an **Admin Services** team member. |
| 2. | Once you have logged into GEARS, navigate to the **Voucher** search page.<br><br>Click the **Accounts Payable** link.<br>▷ Accounts Payable |
| 3. | Click the **Add/Update** link.<br>Add/Update |
| 4. | Click the **Regular Entry** link.<br>Regular Entry |



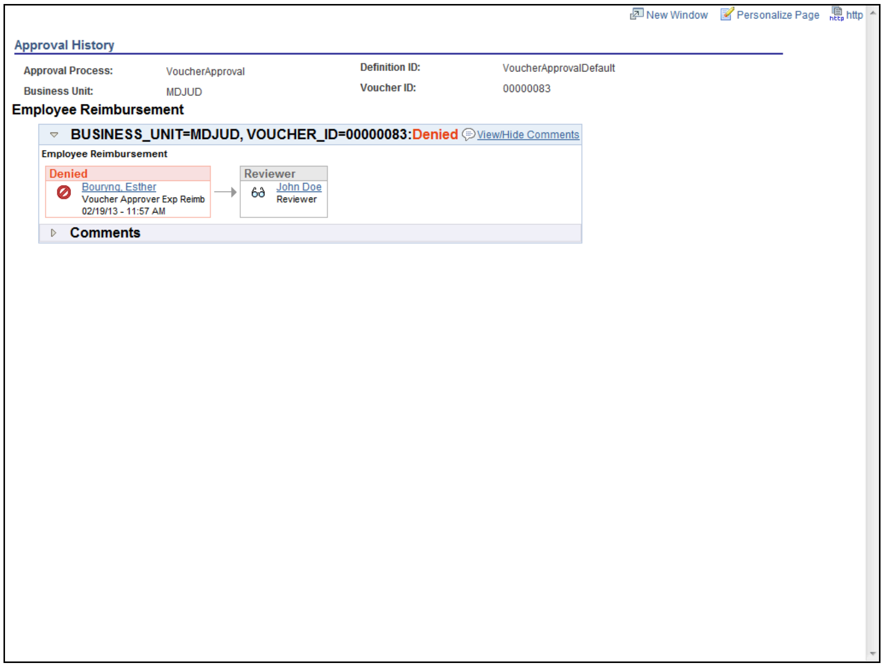

| Step | Action |
|---|---|
| 5. | The **Voucher - Add New Value** page displays.<br><br>Click the **Find an Existing Value** tab.<br> |



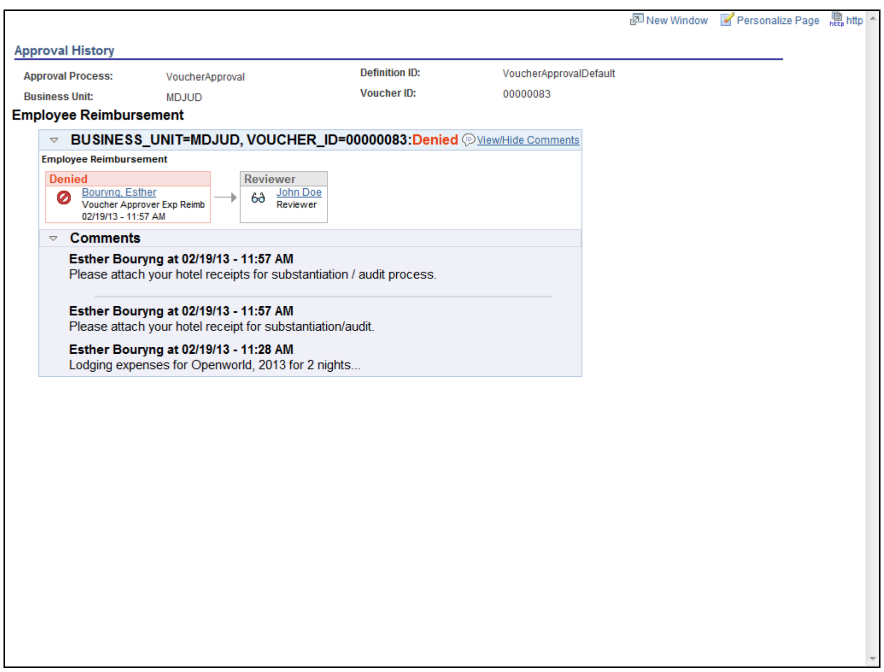
| Step | Action |
|---|---|
| 6. | The **Find an Existing Value** tab displays.<br><br>You can use any of the available search field value(s) to search for your voucher. Enter the voucher ID, if known. |
| 7. | Click the **Search** button.<br><br>**NOTE:** If the value you enter is a voucher or invoice number, you will be directly forwarded to the voucher **Summary** page.<br>Search |



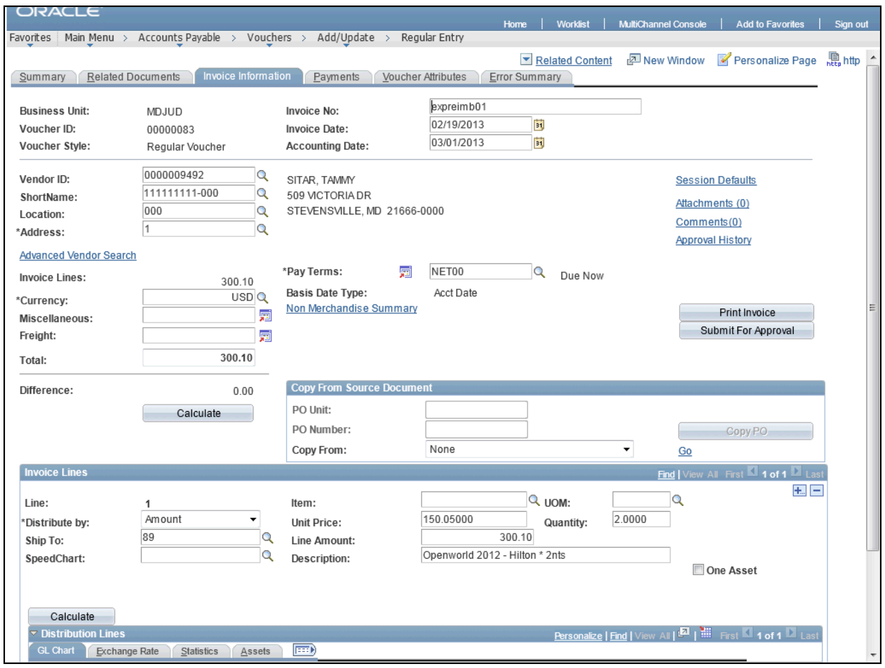

| Step | Action |
|---|---|
| 8. | The **Vouchers - Summary** page displays.<br><br>Click the **Approval History** link to view approver's comments.<br>Approval History |



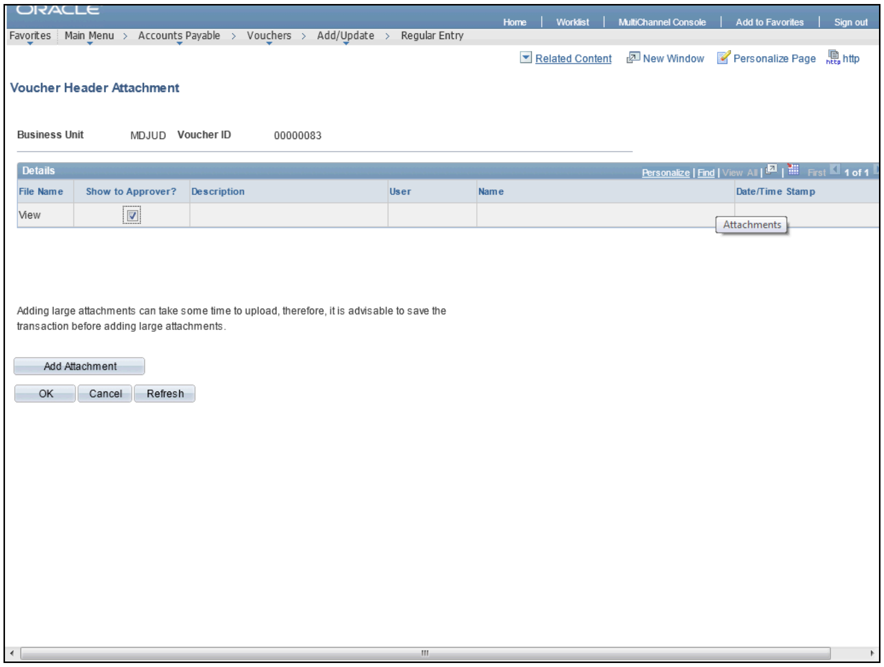

| Step | Action |
|---|---|
| 9. | The **Approval History** page displays in a new browser window or tab .<br><br>Click the **Expand** button to view related comments (side arrow).<br> |



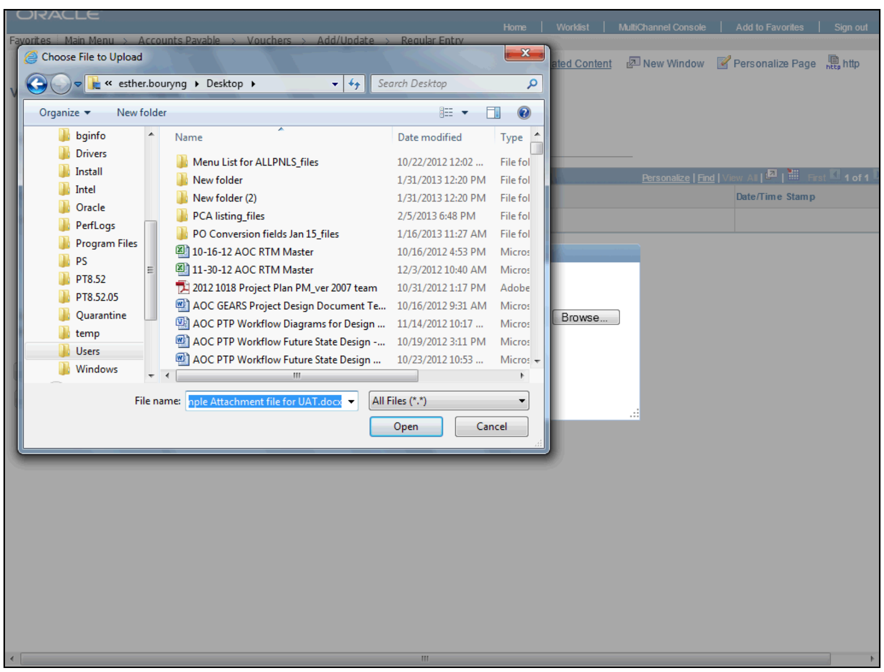
| Step | Action |
|---|---|
| 10. | Note the approver / reviewer comments.<br><br>Close the window and return to the **Voucher - Summary** page. |
| 11. | The **Voucher - Summary** page displays.<br><br>Click the **Invoice Information** tab.<br> |



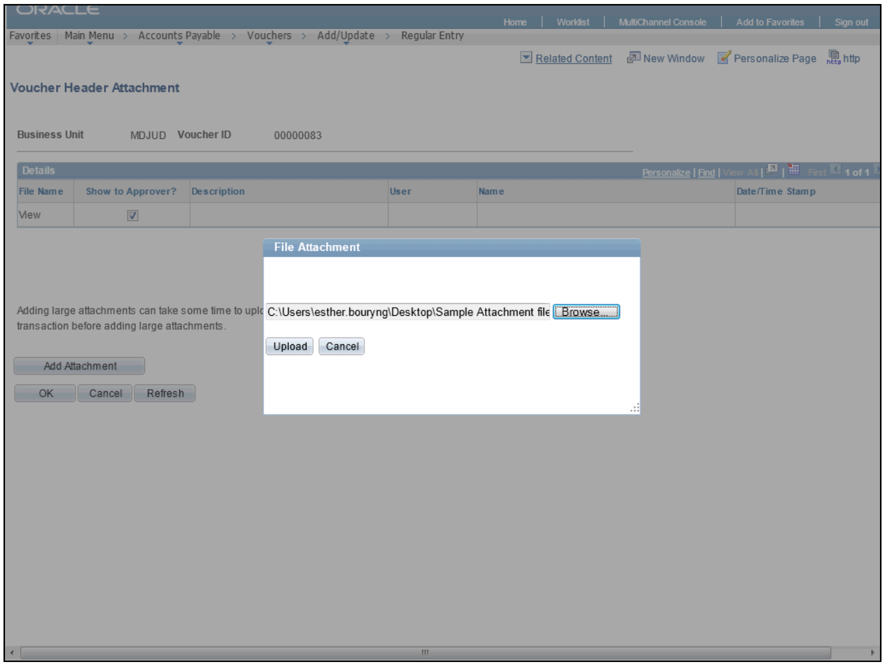

| Step | Action |
|---|---|
| 12. | The **Voucher - Invoice Information** tab displays.<br><br>Update the voucher based on comments noted in the Approval History. For example, you may have forgotten to attach some of the receipts, rate information may not have been entered correctly, etc. |



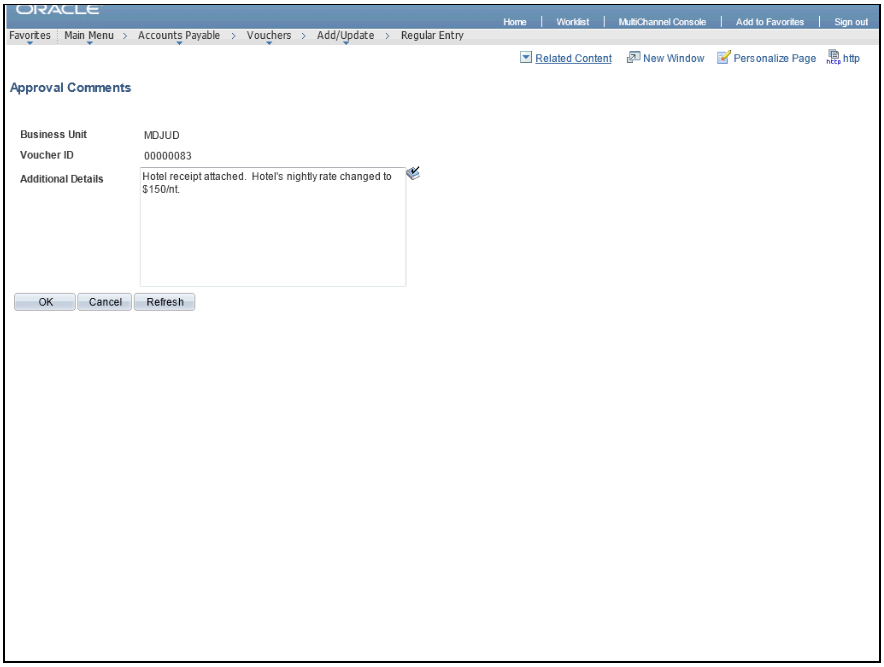

| Step | Action |
|---|---|
| 13. | Add Attachment |

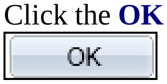


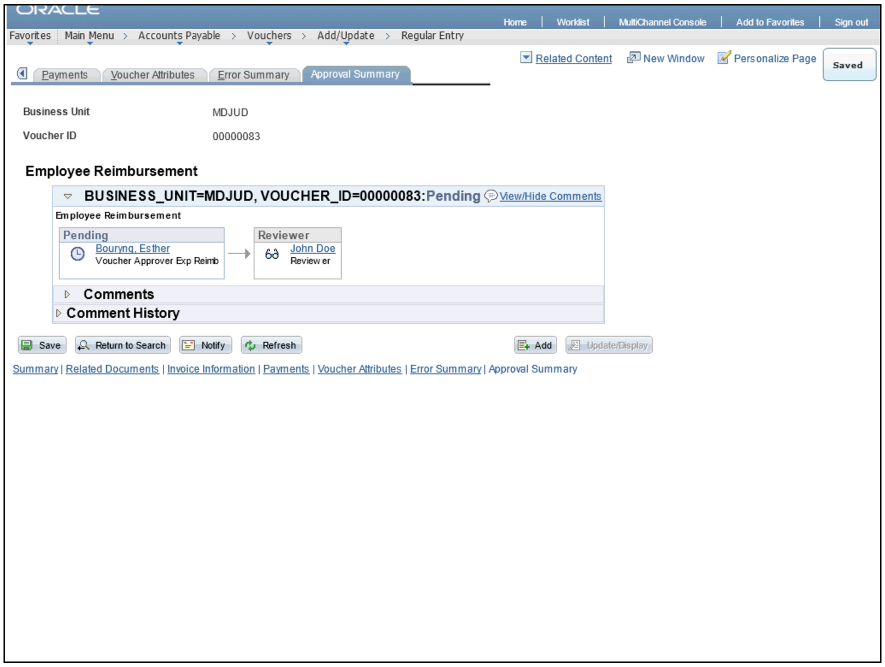
| Step | Action |
|---|---|
| 14. | Open |




| Step | Action |
|---|---|
| 15. | Upload |
| 16. | After updating the voucher, click the **Save** button.<br>Save |
| 17. | Click the **Submit For Approval** button.<br>Submit For Approval |




| Step | Action |
|---|---|
| 18. | The **Approval Comments** page displays.<br><br>Type in additional information pertaining to the updates that were made to your expense voucher (e.g. new attachment, rate information, etc.). |
| 19. | Click the **OK** button.<br> |




| Step | Action |
|---|---|
| 20. | The **Approval Summary** page displays.<br><br>The voucher was re-submitted and approval workflow has been re-initiated for the voucher. |
| 21. | You have successfully completed the *Correcting a Denied Reimbursement Voucher* topic.<br><br>You have learned how to:<br>- Correct a previously denied reimbursement voucher<br>- Re-submit an updated voucher for approval<br>**End of Procedure.** |

# Lesson 3: Managing Voucher Processing Errors

**Lesson Overview**
In this lesson, you learn how to manage errors that occur after the processing a voucher including budget checking exceptions. The respective voucher status displays as "Exceptions" when there was an error in processing. A link on the **Summary** tab next to the Budget Status allows you to access the budget exceptions page for the voucher to review the errors and determine the resolution.

**Lesson Objectives**
After completing this lesson, you should be able to:

- Review and access budget checking exceptions
- Determine the appropriate course of action to resolve the matter

## 3.1 Managing Voucher Budget Checking Exceptions

For vouchers, the Commitment Control budget checking process is used to check the available balance of a budget or on a purchase order (PO) and set aside the funds (if available). The system requires a budget status of "Valid" to source a PO to a voucher. When a voucher is created using a PO or PO receipt, the budget checking process liquidates the associated purchase order balance and transfers the associated funds to the voucher to create the expense. For non-PO vouchers, funds are taken directly from the available budget.

The budget status of the voucher will be "Valid" if the transaction passes budget checking.

Sometimes the budget checking process produces an error or warning based on rules for a budget. You will see "Exceptions" in the **Budget Status** field of the voucher when the transaction does not pass budget checking.

Budget exceptions you receive may include one of the following:

- *Exceeds Control Budget* - The budget for the Chartfield information entered on the transaction has inadequate funds. Edit the Chartfield information or contact your budget analyst.
- *No Budget Exists* - A charge was posted to a Chartfield combination where no budget exists. Edit the Chartfield information or contact your budget analyst.

**NOTE:** Chartfield information includes the budget date recorded on the distribution line. The budget date is located on the distribution line in the **Distribution Lines** section of the voucher.

You can view budget exceptions via the **Exceptions** link on the **Summary** page upon the completion of the budget checking process.

After completing this topic, you will be able to:

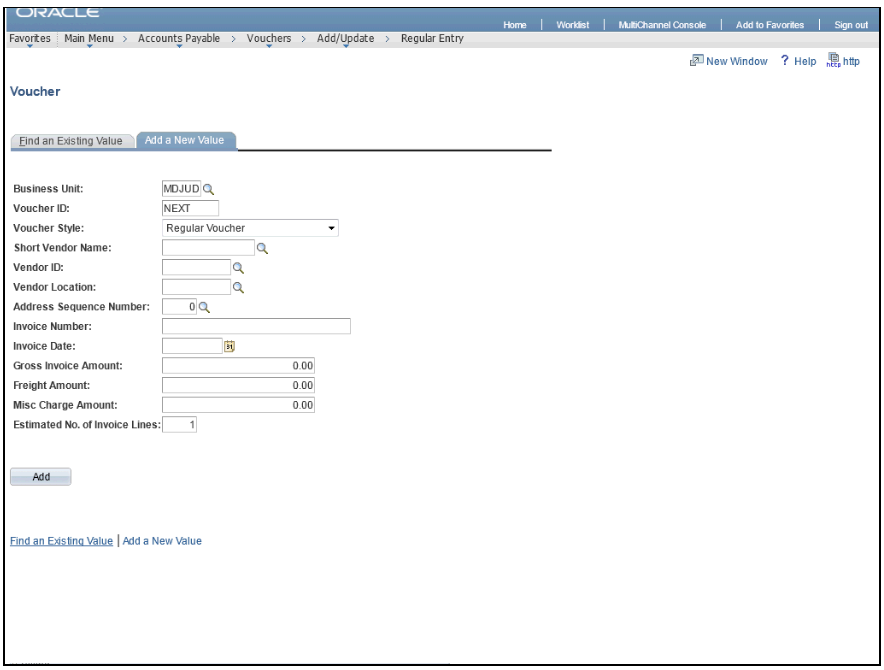
- view budget exceptions noted on a voucher

**Procedure**

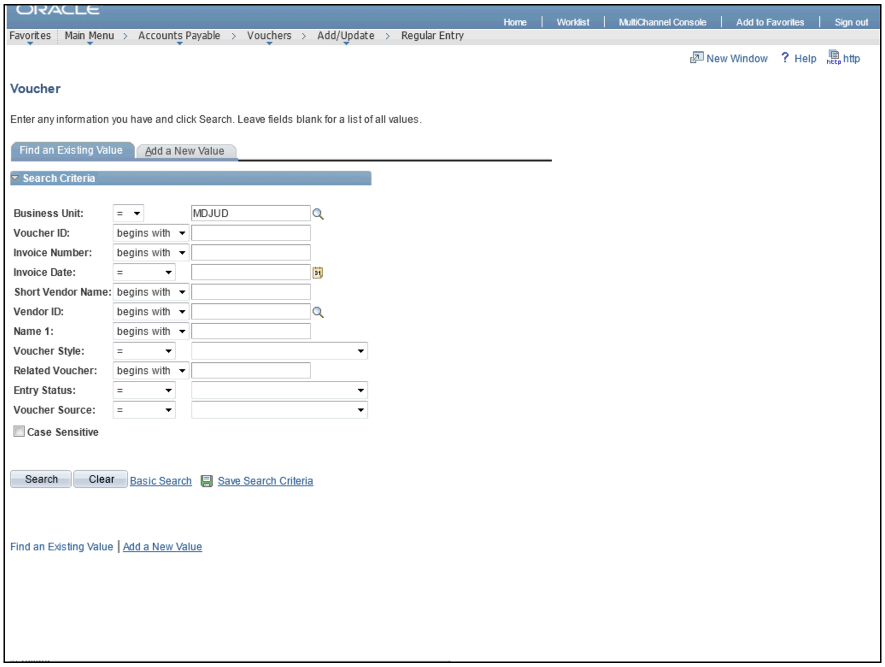
In this topic, you will search for a voucher, access the voucher **Summary** page, and view the budget exception to determine the best corrective action.

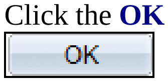
| Step | Action |
| --- | --- |
| 1. | For the purposes of this topic, you will search for a voucher that has already been created to view budget exceptions.<br><br>If you are working in the voucher you can access the voucher **Summary** page directly to view budget exceptions. |

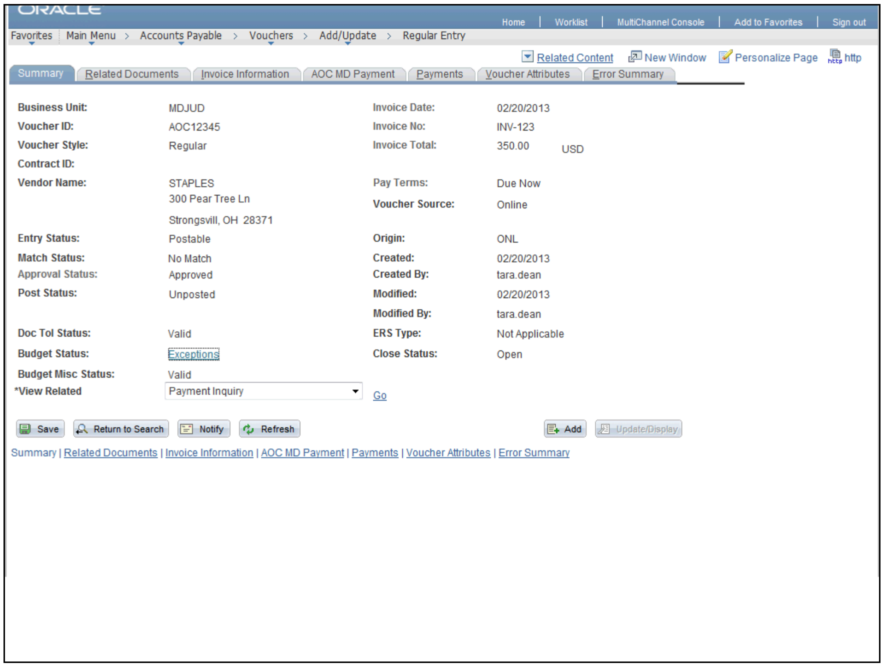
| Step | Action |
| --- | --- |
| 2. | Click the **Accounts Payable** link.<br>Accounts Payable |
| 3. | Click the **Vouchers** link.<br>Vouchers |
| 4. | Click the **Add/Update** link.<br>Add/Update |
| 5. | Click the **Regular Entry** link.<br>Regular Entry |



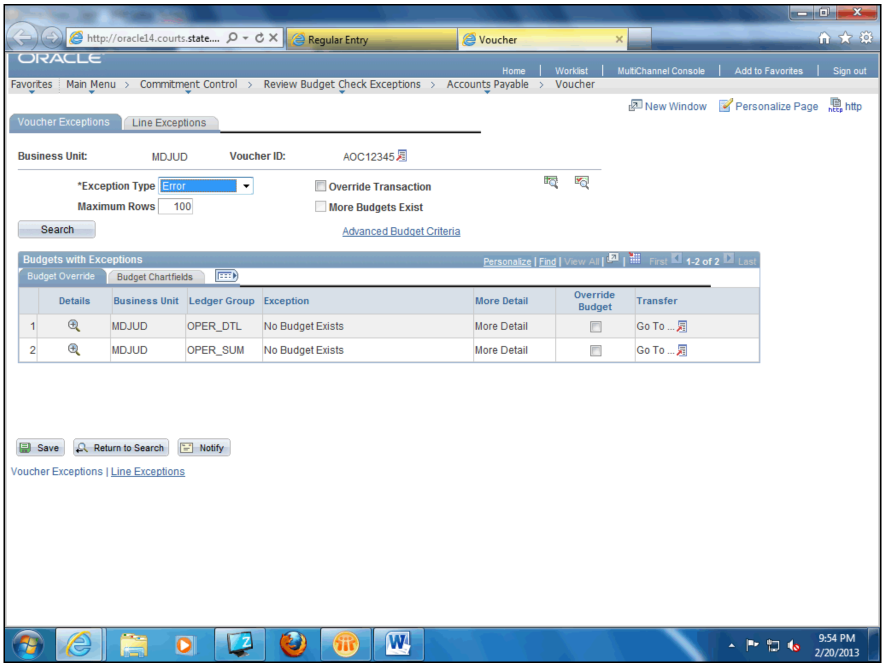

| Step | Action |
| --- | --- |
| 6. | The **Voucher - Add a New Value** page displays.<br><br>Click the **Find an Existing Value** tab.<br>Find an Existing Value |



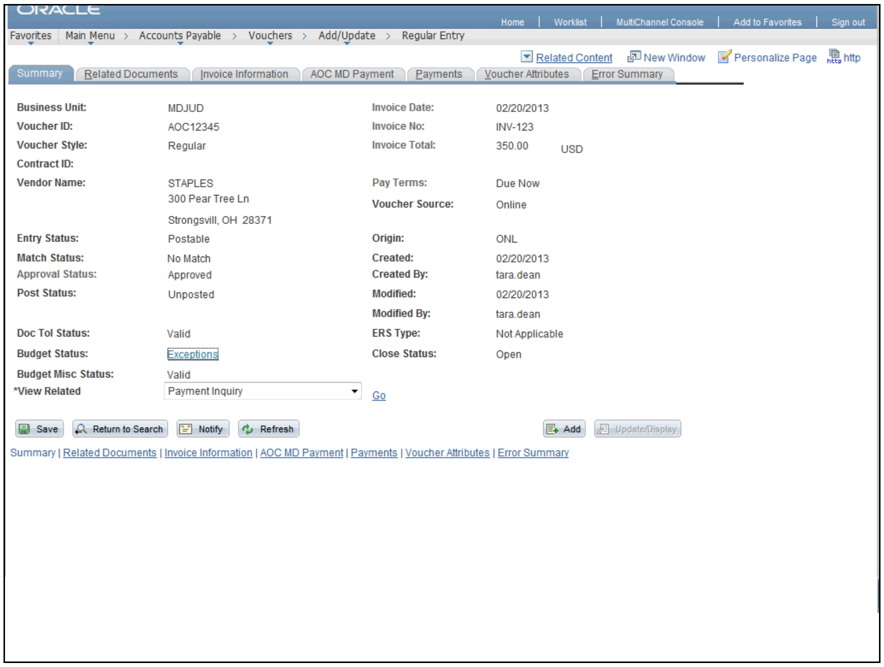

| Step | Action |
|---|---|
| 7. | The **Voucher - Find an Existing Value** page displays.<br><br>Enter values in one or more search fields to locate the voucher.  Enter the voucher number, if known. |
| 8. | Click the **Search** button.<br><br>**NOTE:** When you enter the voucher number as search criterion, you are directed to the **Summary** page for the voucher.<br> |
| 9. | A message displays notifying you that budget exceptions exist on the voucher.<br><br>**NOTE:** This message may display when you access a voucher that has budget exceptions or after you have run the budget checking process and an exception exists.<br>Click the **OK** button.<br> |



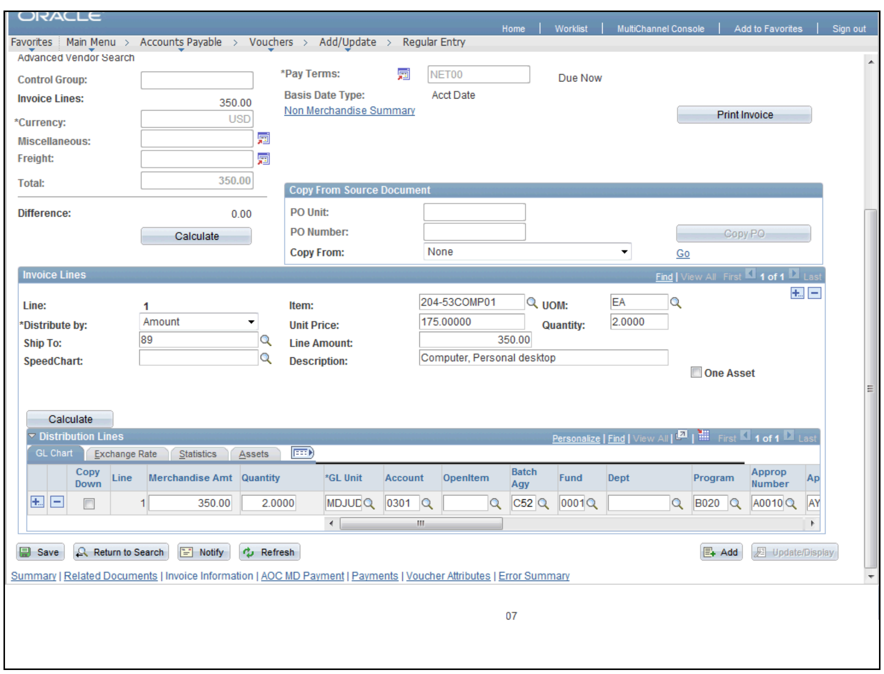

| Step | Action |
|---|---|
| 10. | The **Summary** page for the voucher displays.<br><br>The voucher has been processed with budget check exceptions (Errors).<br><br>Click the **Exceptions** link to view the details.<br> |
| 11. | The **Voucher Exceptions** page displays in a new window.<br><br>The **Voucher Exceptions** page is used to view budget checking errors or warnings for vouchers, and to view the transaction lines the error or warnings affect. |
| 12. | The **Exception Type** field indicates the type of exception currently displayed on the **Voucher Exception** page.<br><br>Budget exceptions are either errors or warnings. |



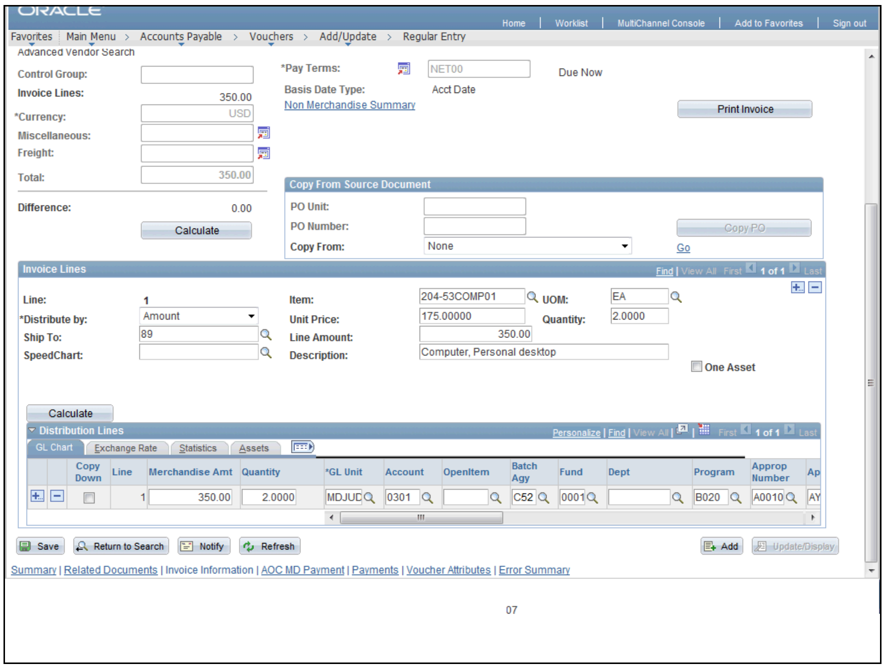

| Step | Action |
|---|---|
| 13. | In the **Budgets with Exceptions** section, the ledger group (e.g., Operating Detail, OPER_DTL) and associated exceptions display.<br><br>In this example, the exception listed for the budget notes that "No Budget Exists". |
| 14. | To ensure we've entered the correct Budget information, we'll review the Voucher line information. |
| 15. | Click the **Close** button to close the voucher budget exception window.<br> |

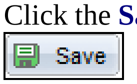
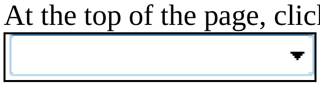
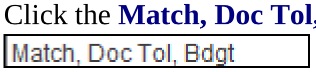
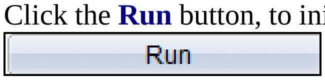


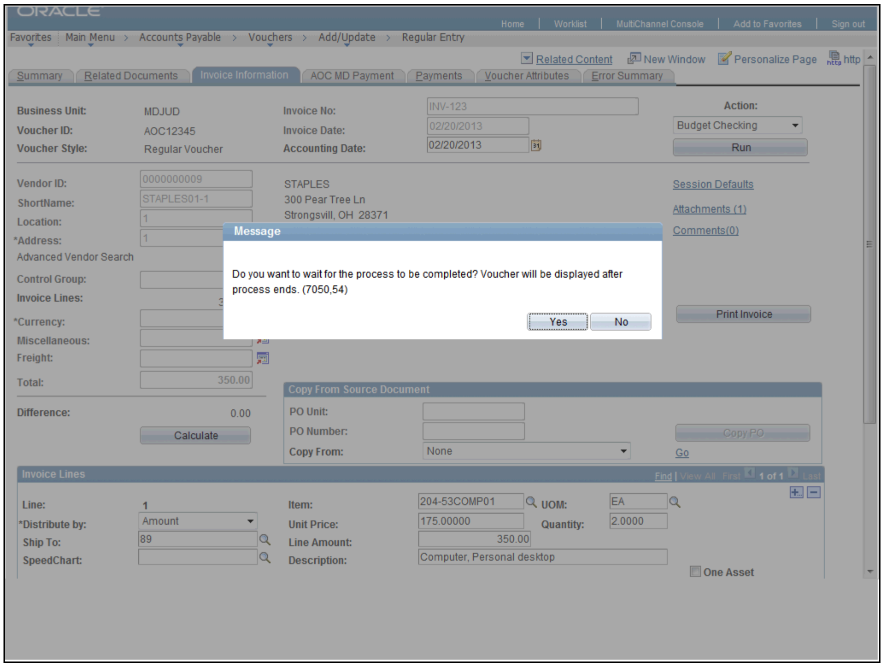

| Step | Action |
|---|---|
| 16. | The **Voucher Summary** page displays.<br><br>Select the **Invoice Information** tab. |



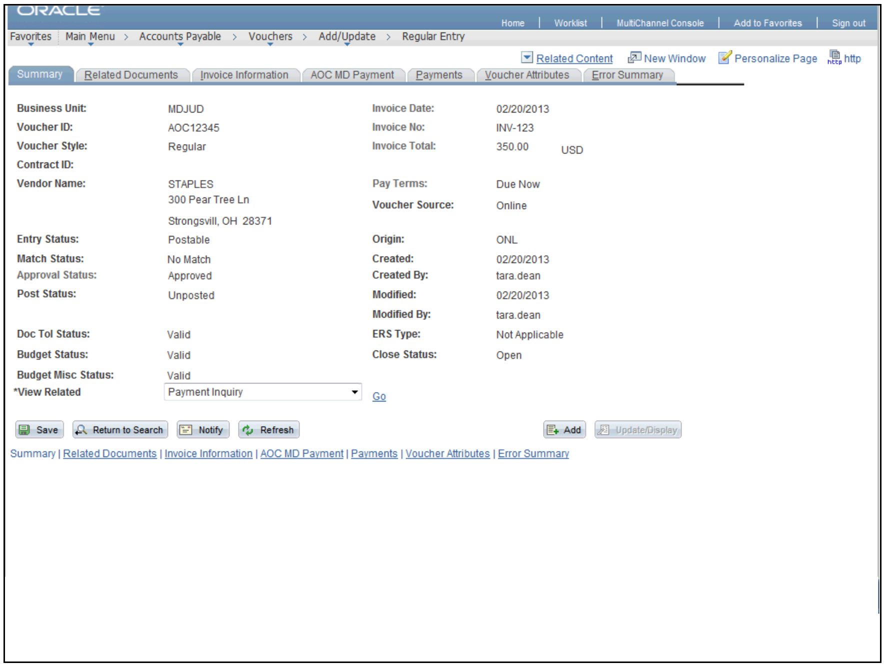
| Step | Action |
|---|---|
| 17. | The **Invoice Information** page displays.<br><br>Review the Chartfield information for the budget to determine whether you need to edit the Chartfields on the voucher and / or contact your budget officer for assistance.<br><br>In this example, Batch Agency C52 was entered inadvertently. The Batch Agency should be C25.<br><br>To correct this error, enter "**C25**" into the **Batch Agy** field. |




| Step | Action |
|---|---|
| 18. | Click the **Save** button.<br> |
| 19. | At the top of the page, click the **Action** list.<br> |
| 20. | Click the **Match, Doc Tol, Bdgt** list item.<br> |
| 21. | Click the **Run** button, to initiate the process.<br> |




| Step | Action |
|---|---|
| 22. | A message displays.<br><br>Click the **Yes** button to wait for the process to complete.<br>Yes |
| 23. | Once the process is finished, click the **Summary** tab to view your voucher status.<br>Summary |




| Step | Action |
|---|---|
| 24. | The **Summary** page displays.<br><br>Verify that the **Budget Status** displays "Valid". |
| 25. | You have successfully completed the *Managing Voucher Budget Exceptions* topic.<br><br>You have learned how to:<br>- View budget exceptions noted on a voucher<br>**End of Procedure.** |

# Lesson 4: Reviewing Voucher Information

**Lesson Overview**
When vouchers are entered in GEARS, you are able to view details associated with the transaction including the related payment information.

**Lesson Objectives**
After completing this lesson, you will be able to:

- Review voucher information, including statuses, invoice information, payment information, and related transactions
- the Payment History by Vendor Report

## 4.1 Reviewing Voucher Information

A voucher contains several tabs / pages which provide summary and details, including:

- Summary tab
- Related Documents
- Invoice Information
- MD AOC Payment

In this topic you will review the pages within the voucher component.

After completing this topic, you will have reviewed the following information within the voucher component:

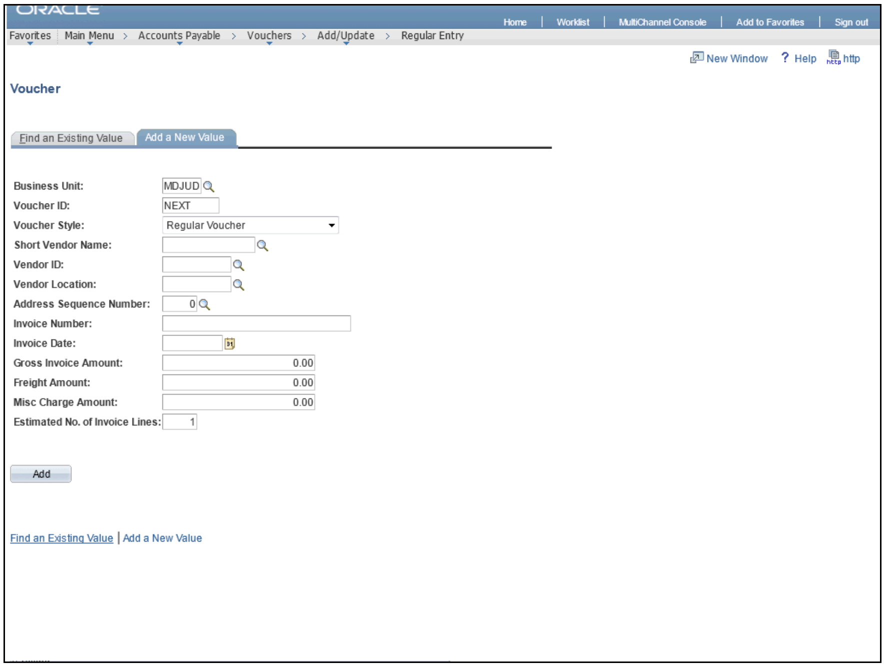
- Voucher statuses
- Voucher summary information
- Voucher related transaction information
- Invoice information
- Payment reference information from the State of Maryland General Accounting Division (GAD)

**Procedure**

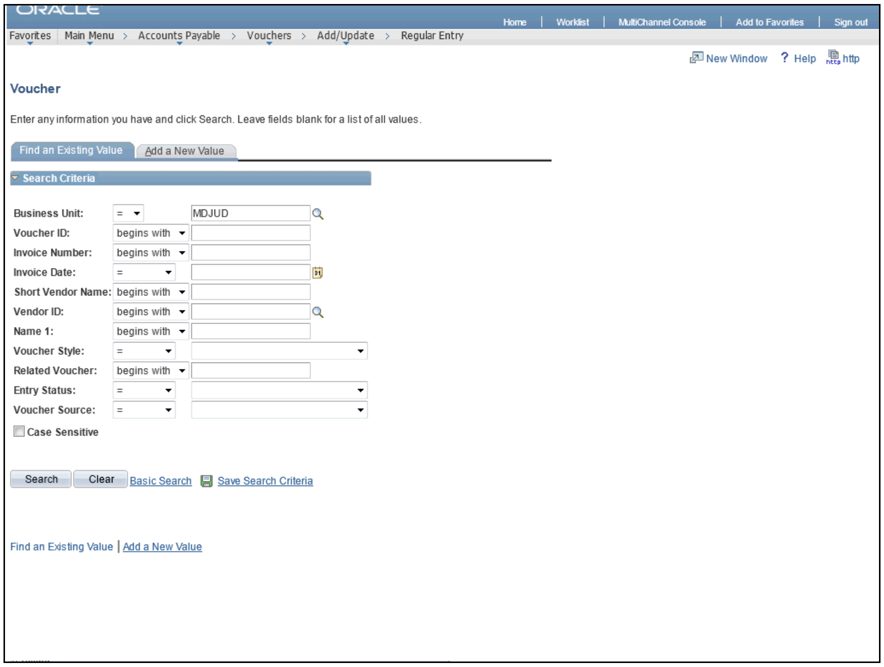
In this topic, you will review the pages within the voucher entry component.

| Step | Action |
|---|---|
| 1. | Click the **Accounts Payable** link.<br>▷ Accounts Payable |
| 2. | Click the **Vouchers** link.<br>Vouchers |
| 3. | Click the **Add/Update** link.<br>Add/Update |

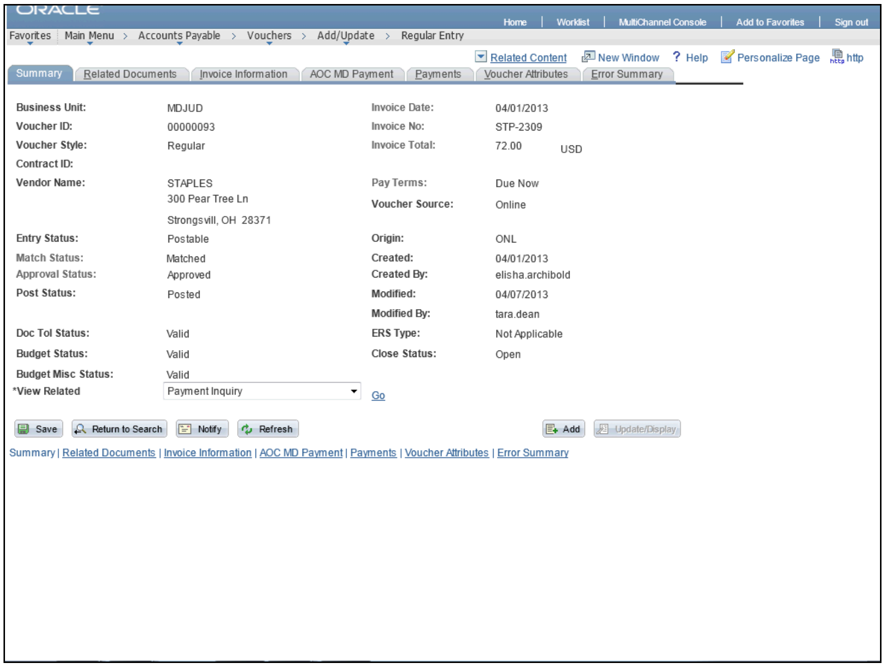
| Step | Action |
|---|---|
| 4. | Click the **Regular Entry** link.<br>Regular Entry |



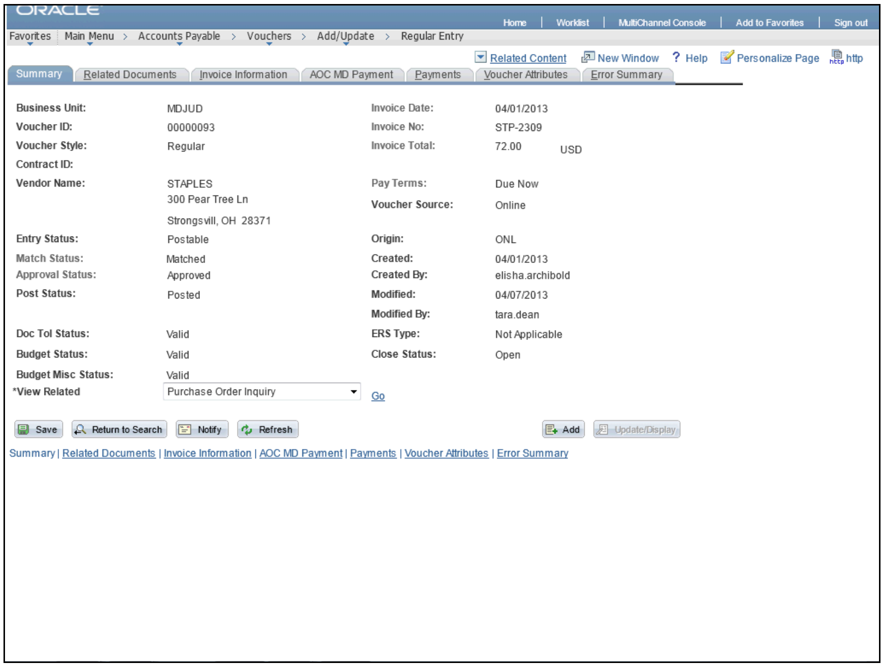

| Step | Action |
|---|---|
| 5. | The **Voucher - Add a New Value** page displays.<br><br>Click the **Find an Existing Value** tab.<br>Find an Existing Value |



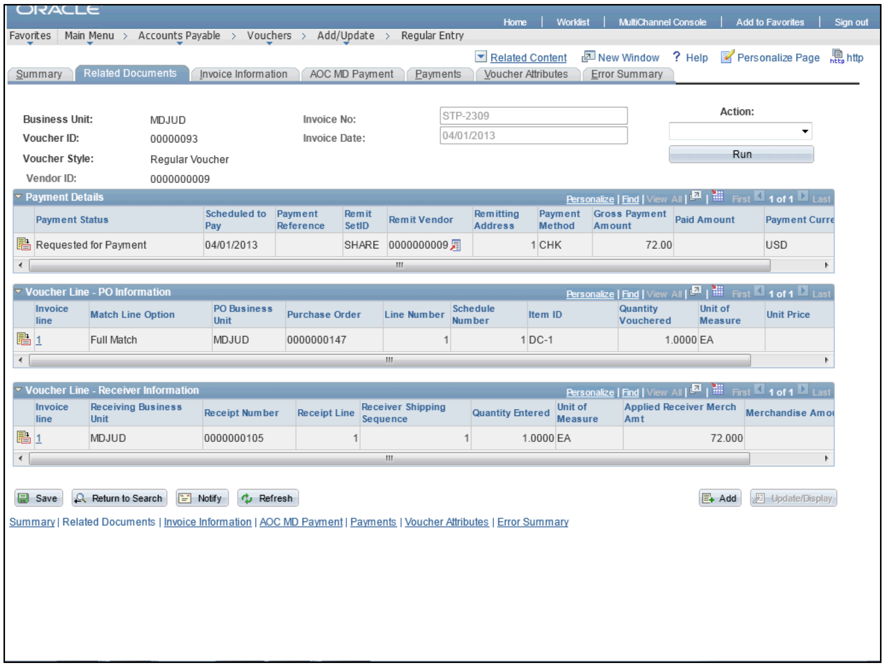

| Step | Action |
|---|---|
| 6. | The **Voucher - Find an Existing Value** page displays.<br><br>Enter values in one or more search fields to locate the voucher. Enter the voucher number, if known. |
| 7. | Click the **Search** button.<br><br>**NOTE:** When you enter the voucher number as search criterion, you are directed to the **Summary** page for the voucher.<br><br> |



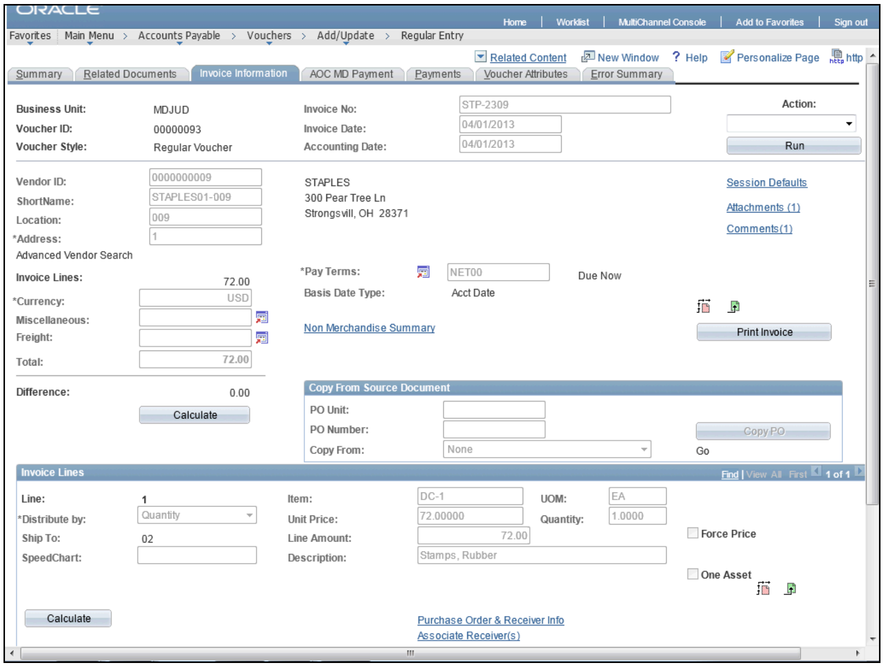

| Step | Action |
|---|---|
| 8. | The **Summary** page of the voucher lists a summary of the voucher gross amount, payment terms, source, status, information about the user that last modified the voucher and when, and links to related information.<br><br>The **Summary** page only displays after a voucher is saved. |
| 9. | The voucher statuses display in the bottom left corner of the page including:<br>**- Entry Status**<br>**- Approval Status**<br>**- Budget Status**<br>**- Post Status** |
| 10. | You can review when the voucher was created, by whom, and when it was last modified. |
| 11. | When applicable, you can access the inquiry pages of related transactions using the **View Related** drop-down list. |
| 12. | Click the **View Related** list.<br>Payment Inquiry |
| 13. | In this example, click the **Purchase Order Inquiry** list item.<br>Voucher Document Status |
| 14. | Click the **Go** link to open the inquiry page.<br>Go |
| 15. | The inquiry page opens in a new window.<br><br>After reviewing the inquiry page, click the **Close** button to return to the voucher. |




| Step | Action |
|---|---|
| 16. | The **Summary** page for the voucher displays.<br><br>Click the **Related Documents** tab.<br> |

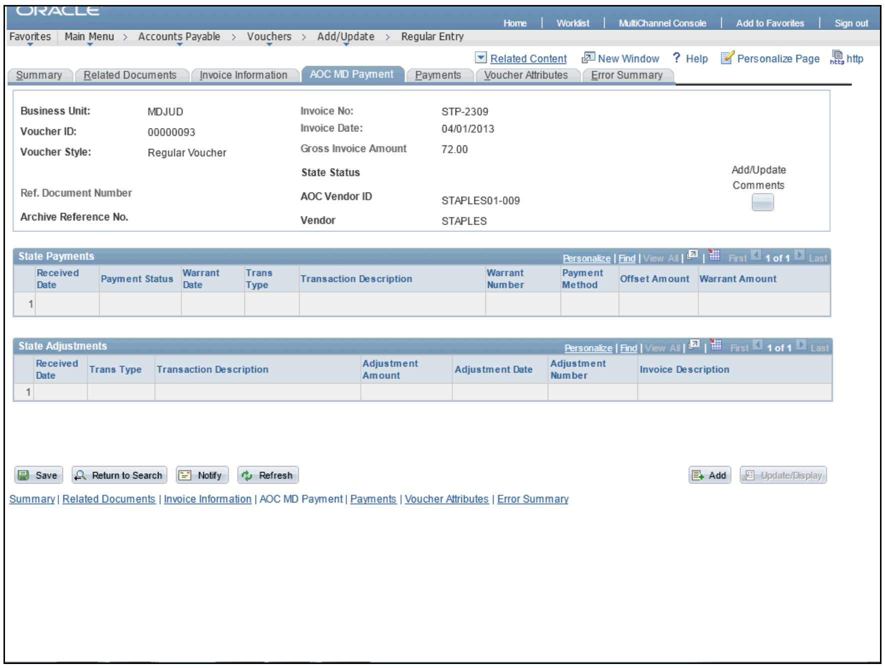



| Step | Action |
|---|---|
| 17. | The **Related Documents** page displays.<br><br>This page displays documents that have been associated with the voucher, including payments. |
| 18. | The **Payment Details** section displays actual payment information for payments disbursed by the Judiciary (e.g., Return of Escrow payments). This information includes the status, scheduled pay date, payment method, and paid amount.<br><br>**NOTE:** Payment information for State issued warrants is displayed on the **AOC MD Payment** page. |
| 19. | Click the **Invoice Information** tab.<br> |




| Step | Action |
|---|---|
| 20. | The **Invoice Information** page displays.<br><br>Use the **Invoice Information** page to enter/update voucher header, line, and distribution (accounting) information. |
| 21. | View voucher header information including, the voucher ID, invoice number and date, accounting date, vendor information, and the total amount of the voucher. |
| 22. | View attachments and comments using the respective links.<br><br>In this example, one attachment and one comment has been added. |
| 23. | View line information for a voucher in the **Invoice Lines** sections.<br><br>When a voucher has more than one line, scroll through the lines using the arrow buttons or click the **View All** link to view all line at once. |
| 24. | View funding information for a line in the **Distribution Lines** section for the line. |
| 25. | The following Chartfield information displays on the **GL Chart** tab:<br>- Account<br>- Batch Agency<br>- Fund<br>- Program<br>- Appropriation Number<br>- Appropriation Year<br>- Program Cost Account (PCA)<br>- Project Business Unit (Grants and Capital Projects)<br>- Project ID (Grants and Capital Projects)<br>- Activity (Grants and Capital Projects) |

| Step | Action |
|---|---|
| 26. | Click the **AOC MD Payment** link at the bottom of the page.<br><br>**NOTE**: You can also access payment information by clicking the **AOC MD Payments** tab at the top of the page.<br>AOC MD Payment |




| Step | Action |
|---|---|
| 27. | The **AOC MD Payment** page displays payment details transmitted to the Judiciary by the State of Maryland General Accounting Division (GAD).<br><br>Only users with access to the voucher entry component can view this payment reference information. |
| 28. | At the top of the page, you can view the following payment information for the voucher:<br><br>- **Archive Reference Number** (ARN) related to the warrant<br>- **State Status** which indicates:<br>1) delivery of payment request to the State displayed as "Submitted to State (TRN)", or<br>2) the receipt of payments details from the State displayed as "Paid by State (HX)"<br><br>In this example, a payment request for the voucher has not been sent to the State; therefore, no information is available. |

| Step | Action |
|---|---|
| 29. | In the **State Payments** and **State Adjustments** sections the following information is available when payment reference information is received from the State:<br><br>- Warrant information (warrant number, date, payment method amount, etc.)<br>- Transactional activity including adjustments, stop payments, re-issues, voided warrants |
| 30. | You have successfully completed the *Reviewing Voucher Information* topic.<br><br>You have reviewed with the following topics and concepts:<br>- Viewing voucher summary information<br>- Viewing voucher related transaction information<br>- Viewing invoice information<br>- Viewing payment information from the State of Maryland General Accounting Division (GAD)<br>**End of Procedure.** |

## 4.2 Running the Payment History by Vendor Report (APY2000)

The Payment History by Vendor Report provides a register of payments for a vendor. Using the Print Options radio buttons on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report.

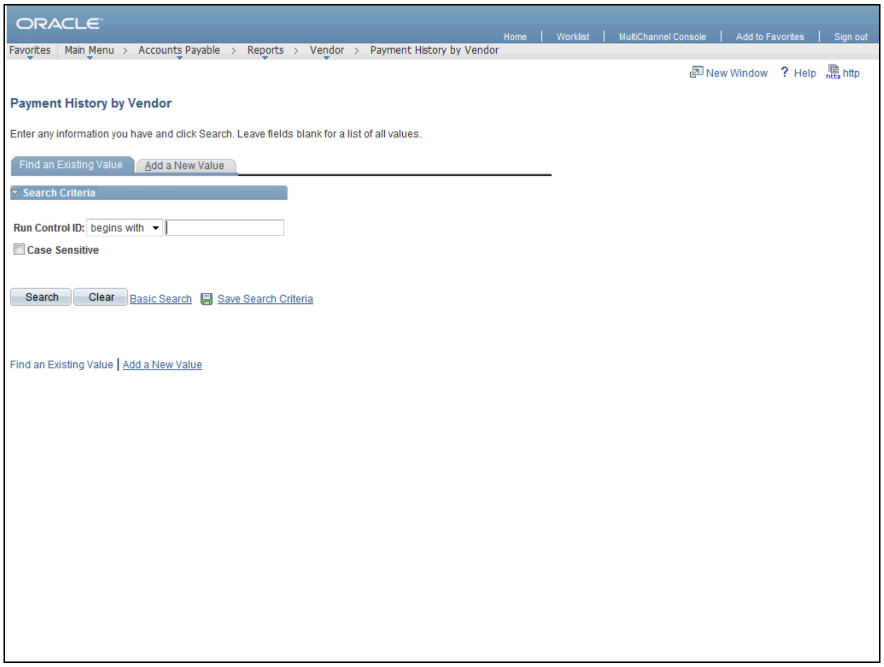
After completing this topic, you will be familiar with:

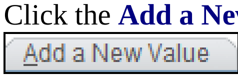
- Running the Payment History by Vendor Report

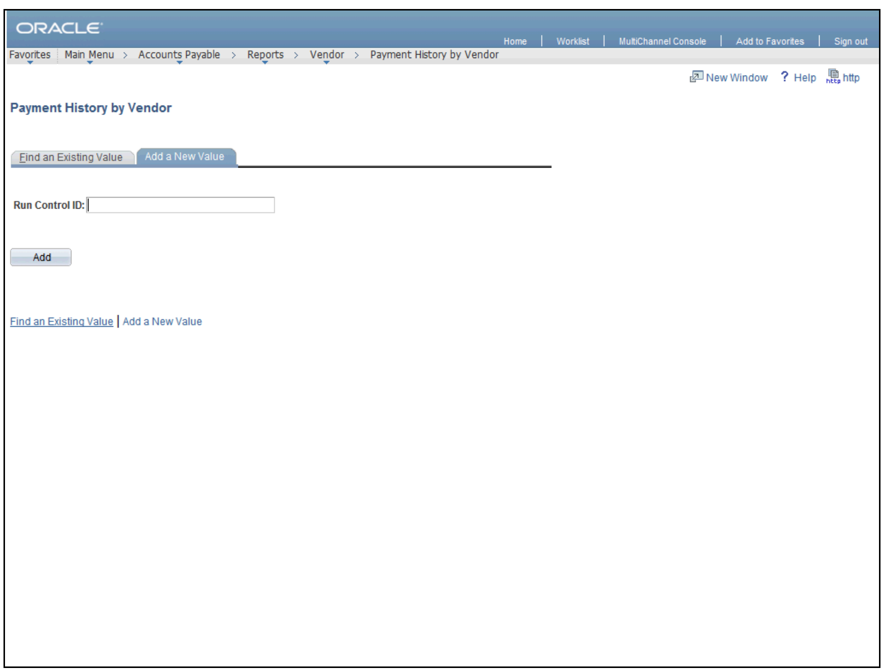
**Procedure**

In this topic, you will run the **Payment History by Vendor Report**.

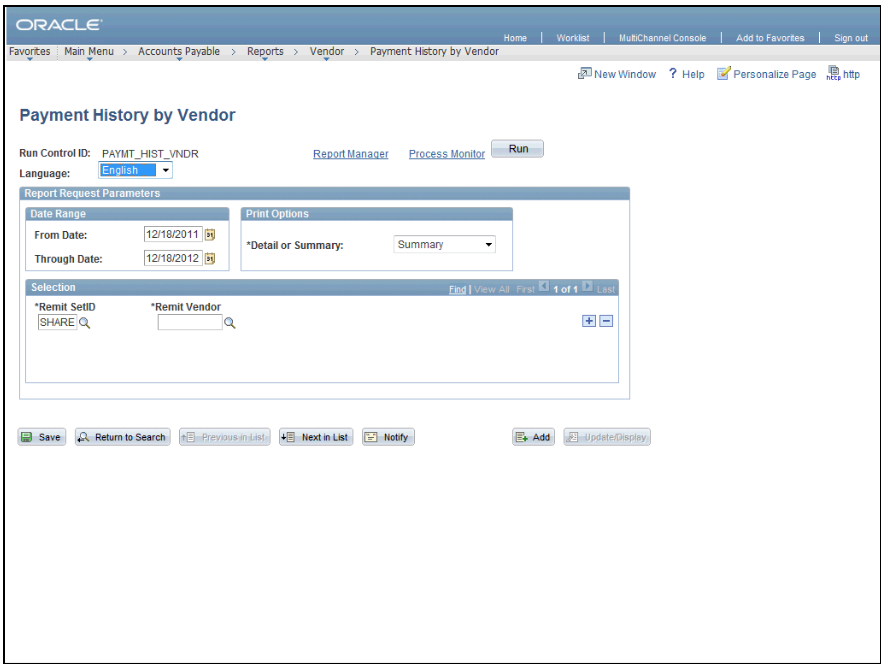
| Step | Action |
|---|---|
| 1. | Move the scrollbar down to the **Accounts Payables** link. |
| 2. | Navigate to the **Payment History by Vendor** page.<br><br>Click the **Accounts Payable** link.<br>Accounts Payable |
| 3. | Click the **Reports** link.<br>Reports |
| 4. | Click the **Vendor** link.<br>Vendor |
| 5. | Click the **Payment History by Vendor** link.<br>Payment History by Vendor |

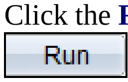


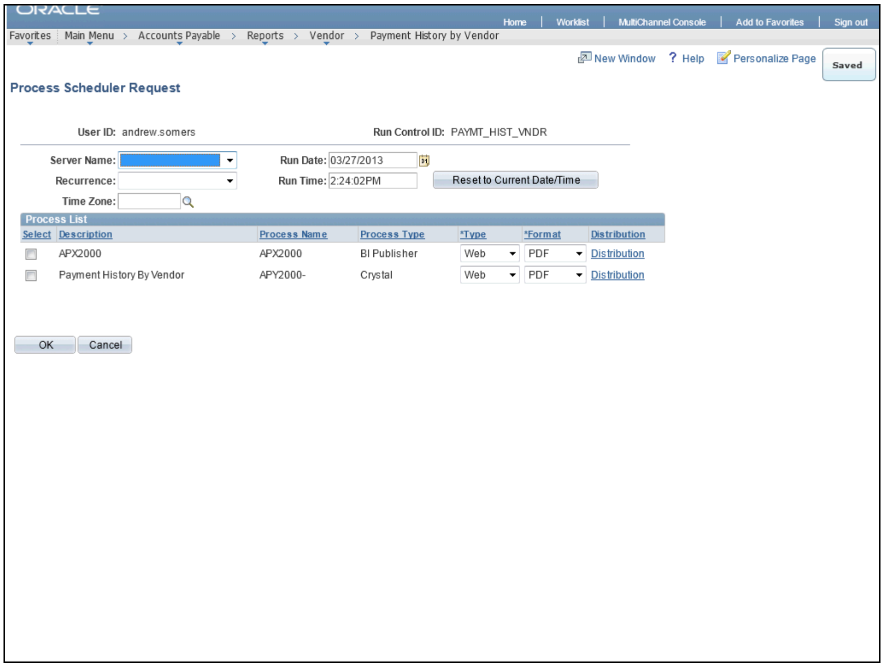

| Step | Action |
|---|---|
| 6. | The **Payment History by Vendor** search page displays.<br><br>Click the **Add a New Value** tab.<br> |

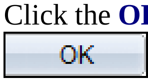


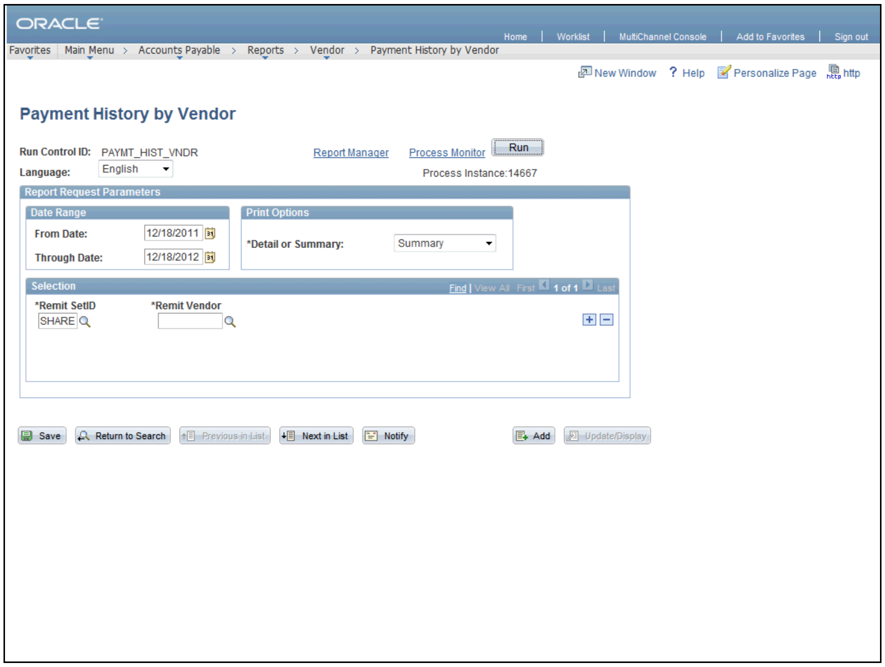
| Step | Action |
|---|---|
| 7. | The **Add a New Value** tab displays.<br><br>Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. '**PAYMT_HIST_VNDR**'.<br><br>**NOTE**:  Once the Payment History by Vendor report has been run using the run control 'PAYMT_HIST_VNDR' at least one time, subsequent Payment History by Vendor report requests will use the same run control. |
| 8. | Click the **Add** button. |



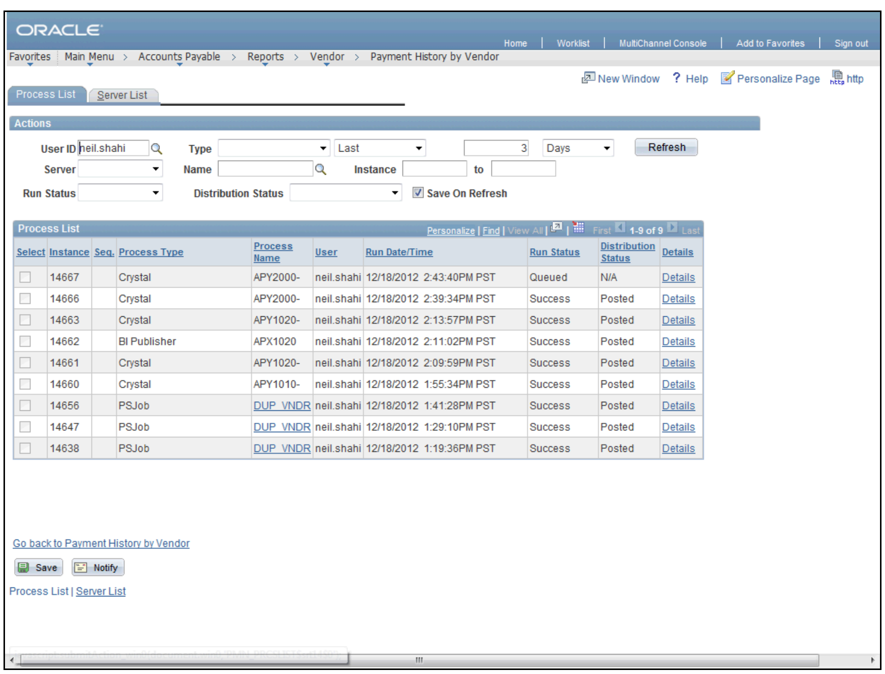

| Step | Action |
|---|---|
| 9. | The **Payment History by Vendor** page displays.<br><br>Click the **Run** button.<br> |



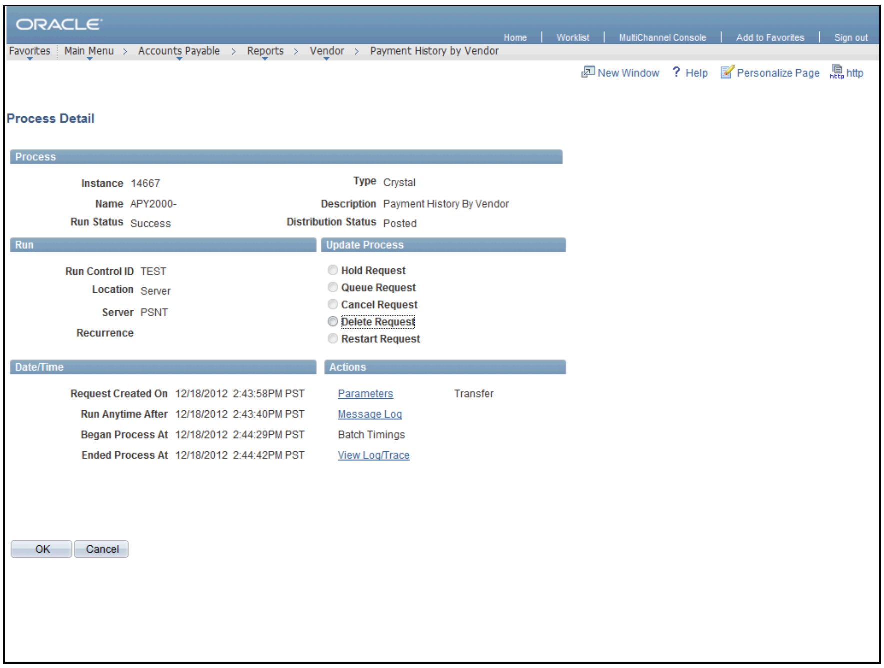

| Step | Action |
|---|---|
| 10. | The **Process Scheduler Request** page displays.<br><br>Click the **Server Name** list.<br> |
| 11. | Click the **PSNT** list item.<br> |
| 12. | Click the **Select** option for the **Payment History By Vendor** process.<br> |
| 13. | Click the **OK** button.<br> |



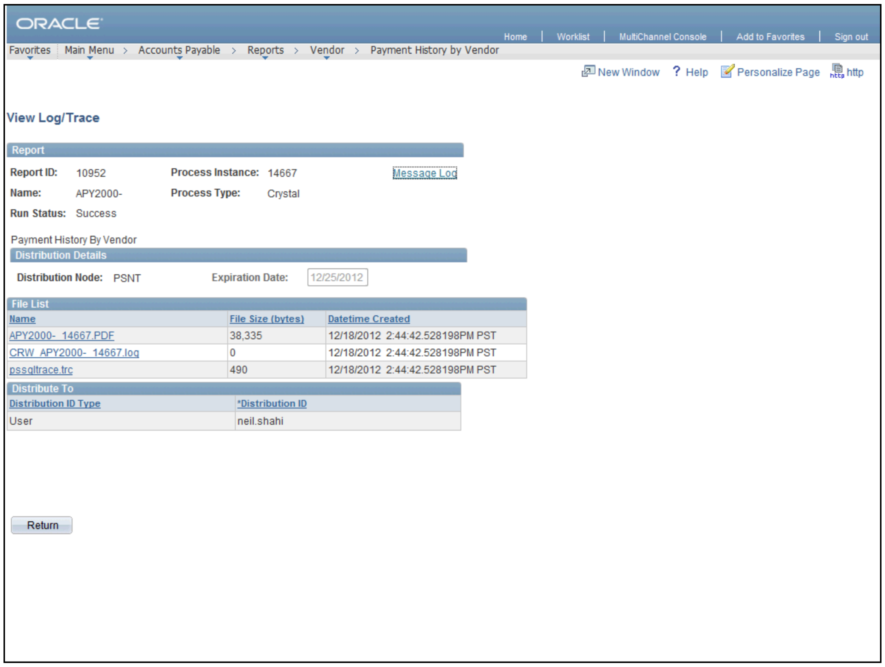

| Step | Action |
|---|---|
| 14. | The **Payment History by Vendor** page displays.<br><br>Click the **Process Monitor** link.<br>Process Monitor |



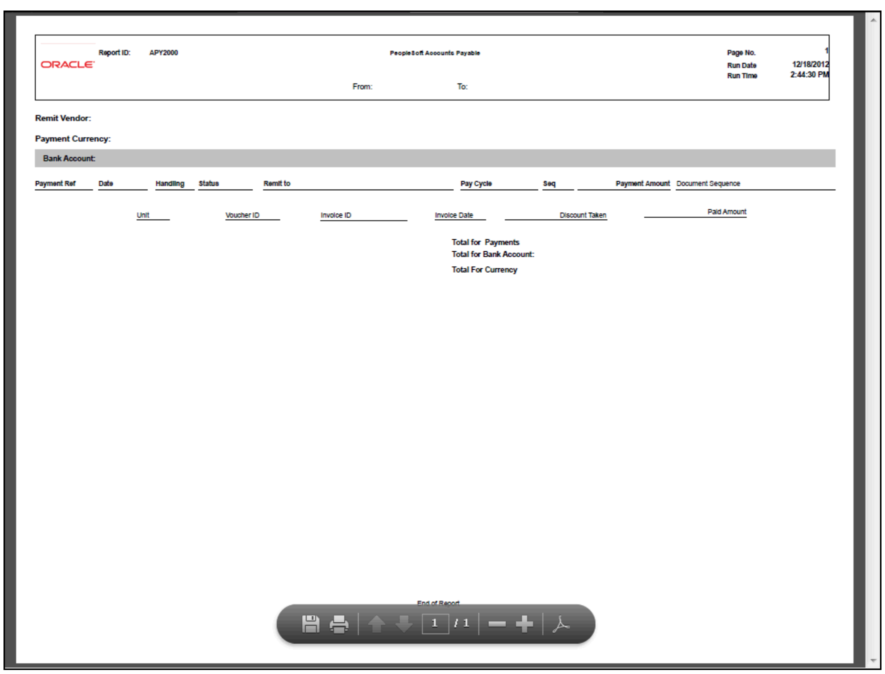
| Step | Action |
|---|---|
| 15. | The **Process Monitor - Process List** page displays.<br><br>The process you ran is listed by process instance number in the **Process List** section. |
| 16. | Click the **Refresh** button until the Run Status reads "**Success**" and the Distribution Status reads "**Posted**".<br>Refresh |
| 17. | Click the **Details** link.<br>Details |




| Step | Action |
|---|---|
| 18. | The **Process Detail** page displays.<br><br>Click the **View Log/Trace** link.<br>View Log/Trace |




| Step | Action |
|---|---|
| 19. | The **View Log/Trace** page displays.<br><br>Click the **APY2000-_14667.PDF** link.<br>APY2000-_14667.PDF |



| Step | Action |
|---|---|
| 20. | The **Payment History by Vendor Report** displays in a new window.<br><br>Review the Report. |
| 21. | You have successfully completed the *Running the Payment History by Vendor Report* topic.<br><br>You have learned how to:<br>- Run the Payment History by Vendor Report<br>**End of Procedure.** |

# Course Summary

**Congratulations!**

You have successfully completed the *AP220-T Managing Travel Expenses* course. In this course, you have learned how to:

- Enter travel expense vouchers
- Attach invoice/supporting documents to vouchers
- Submit vouchers for approval
- Budget check a travel reimbursement voucher
- Monitor and manage voucher budget checking exceptions
- View the voucher summary and voucher information
- View related payments

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at http://courtnet/gears/index.html (http://courtnet/gears/index.html).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov (mailto:gears@mdcourts.gov).